



***Temporary Employee
Classification***
Parks & Community Services

Preschool Trainee

Job Task/Duties:

- Assists with activity set up and clean up.
- Assists with activity implementation.
- Assists program participants.

Responsibility Level:

- Performs basic tasks under direct supervision.
- Interacts with clients under direct supervision.
- Minimal decision-making authority.

Experience Level:

- Entry level or training classification.
- Very little if any experience.

Knowledge:

- Basic operational rules and protocols of assigned facility.
- Ability to learn and perform proper care/storage of program equipment/supplies.
- Basic customer service practices.
- Basic program concepts.

Skills:

- Operate activity equipment and tools.
- Follow directions.
- Work in a team environment.
- Develop and maintain effective working relationships.

Abilities:

- Lift up to 25 pounds
- Move and set up program equipment and supplies.
- Climb, squat, kneel, sit on floor as needed to accomplish job duties.
- Operate tools and equipment.
- Assemble basic equipment, tools and supplies.
- Ability to work flexible hours.

Special Requirements:

- Ability to interact with small children.
- Early Childhood Education units desirable.

ASSIGNMENTS WITHIN PRESCHOOL TRAINEE CLASSIFICATION

Division	Program	Assignment	Manager
Human Services	Preschool	Preschool Trainee	Morley