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**City of Burlingame  
Parks & Recreation Department  
Village Park Preschool  
Preschool Aide Job Description**

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### **Village Park Preschool Program**

Village Park Preschool is a play-based preschool program offered by the City of Burlingame Parks and Recreation Department. We offer 4 programs: Lil' Sprouts (2 year olds), Cottage Kids (3 year olds), Playschool Villagers (4 year olds), and Kinder Club (4 year olds). The emphasis of the program is physical, social, and emotional growth in a child-centered environment. Activities are designed to foster a healthy child that develops an early love of learning. Village Park Preschool programs strive to create an environment inspiring each child's individual creativity and self-expression. Children participate in arts/crafts, music, body movement, basic science, cognitive games, creative/dramatic play, cooking, circle and story time, fine and gross motor skill building, and phonics awareness.

### **Definition: Preschool Aide**

The City of Burlingame is looking for an energetic, caring, creative, and responsible Preschool Aide. Under direction of a Recreation Coordinator, the Preschool Aide helps organize and implement preschool classes for the City's Village Park Preschool program, assures policies and procedures are maintained, and performs related work as required.

### **Essential Duties**

Assist in implementing activities that support early childhood education and socialization; assist with a variety of activities including, but not limited to, arts and crafts, organized games, story time, music/singing activities, science, cooking, early writing skills, and interactive circle time; ensure proper safety precautions are observed; maintain and care for supplies, equipment, and the facility; set up daily snack; change diapers and support toilet training; complete assigned paperwork, including time cards and incident and accident reports; communicate with parents and staff to disseminate information and build positive relationships; perform related duties and responsibilities as assigned.

Must be a mature, dependable, responsible, and understanding person who is able to work cooperatively with children, staff and parents.

### **Qualifications**

#### Knowledge of:

- Child development stages
- Customer service techniques

#### Ability to:

- Implement effective program curriculum/content
- Engage children in a variety of different types of activities
- Establish and maintain effective working relationships
- Communicate effectively
- Represent the City in a positive manner
- Follow safety procedures
- Work cooperatively with others
- Exercise good judgement, tact, and courtesy

### **Experience and Education**

- Experience working with young children
- ECE units a plus

### **Work Schedule:**

#### **Any one or combination of the following:**

Tuesday/Thursday/Friday 8:45am-12:15pm  
 Summer hours available, but optional  
 Maximum of 960 hours per fiscal year

Note: These positions are part-time and do **NOT** have a benefits package.

### **Salary:**

\$16.64-\$20.24 per hour depending on qualifications and experience.

### **To Apply:**

Please complete an online job application at [www.calopps.org](http://www.calopps.org)

### **Filing Deadline:**

Ongoing until filled

### **Supplemental Questions:**

1. Are you available Tuesdays, Thursdays, AND Fridays 8:45am to 12:15pm?
2. What experiences have prepared you for this position?
3. What do you like most about working with young children?