

Wesley United Methodist Church  
Wesley Kids Day Out  
21 East Franklin Avenue  
Naperville, IL 60540  
wesleynaperville.org/kdo  
(630) 355-1758  
wesleykidsdayout@gmail.com

May 2025

Position Title: **Wesley's Kids Day Out Teacher / Substitute Teacher**

Reports to: Wesley's Kids Day Out Director(s)

**Job Objectives:**

The room teacher will be responsible for setting up and keeping a safe and organized room.  
The teacher will be responsible for developing and implementing the room schedule.

**Responsibilities:**

- Responsible for supervising the children in the room, providing rules and regulations and appropriate discipline when rules are not followed.
- Plan age appropriate crafts, table activities, and circle time for the room,
- Expected to attend both the teacher orientation and "Meet & Greet" orientation.
- Carry out cleaning guidelines in the room and shared areas.

**Expected Education, Skills and Expertise:**

- Early childhood care experience required; early childhood education classes preferred but not required.
- The teacher should have good communication skills and enjoy being with children.
- The teacher will successfully complete Safe Sanctuary training (training is provided), CPR/First Aid training, and have a current background check.

**Vacation:**

Teachers: Front loaded paid time off (PTO)

Substitute Teachers: Accrued paid time off (PTO)

**Hours:**

- Monday, Wednesday, and Fridays, September through May following the District 203 schedule 8:30 am to 2:15 pm
- Summer staff opportunities are possible Tuesdays, Wednesdays, Thursdays 8:30 am to 1:15 pm

**Pay**

\$16/hr

**Application:**

Applications should be sent to the Kids Day Out Director(s) at the above email address or through Indeed.

**Disclaimer:**

The above information is intended to describe the general nature and level of work to be performed in this position. This description is not intended to be interpreted as a complete list of all duties, responsibilities, or requirements for this position.