

## **Creative Play Instructor Job Description**

We are on the hunt for a self-motivated and experienced Creative Play instructor to join our qualified team. You will be responsible for cultivating children's interest in Creative Play and development. Your responsibilities will include planning and implementing research based methodologies of Creative Play, much like an educator would. Your dominant character is fun, social, happy, and upbeat.

### ***Responsibilities***

Plan and implement creative, educational, & experiential activities and events.  
Organize supplies and resources for Creative Play.  
Deliver personalized instruction to each child by encouraging interactive & creative play methods.  
Prepare periodic progress reports for each child.  
Evaluate and document children's progress.  
Supervise allocated areas to ensure children are in a safe and productive environment-ensure areas are clean, orderly, & sanitized.

### ***Requirements***

Creative, fun, social, & most importantly, loves children!  
Bachelor's degree in Child Care, Education, Arts or relevant field.  
A minimum of 1 year relevant experience.  
Knowledge of Creative Play methods and procedures.  
Implement research based methodologies of Creative Play.  
Fluent in English (Arabic is a plus).  
Outstanding written and verbal communication skills.  
Well-organized with excellent leadership abilities.  
Exceptional interpersonal and presentation skills.

If you fit the above description, please send your CV to [info@barefootuae.com](mailto:info@barefootuae.com) with your name & position in the Subject line. Good luck!

## **Administrative Assistant Job Description**

We are looking for a master multi-tasker with excellent communication skills and an upbeat attitude. Candidates should be able to assist management and all visitors by handling office tasks, providing polite and professional assistance via phone, mail, and e-mail, and generally being a helpful and positive presence in the workplace. To be successful as an Administrative Assistant, candidates should be professional, polite, and attentive while also being accurate. They should always be prepared and responsive, willing to meet each challenge directly. Most importantly, Administrative Assistants should have a genuine desire to meet the needs of others.

### ***Responsibilities***

Greet customers and visitors with a positive, helpful attitude.  
Assist with a variety of administrative tasks including copying, faxing, & taking notes.  
Answer phones in a professional manner, and routing calls as necessary.  
Assist colleagues with administrative tasks.  
Provide excellent customer service.  
Handle office tasks, such as filing, generating reports, setting up for meetings, and reordering supplies.  
Maintain membership logs.  
Use computers to generate reports, transcribe minutes from meetings, create presentations, and conduct research.  
Maintain polite and professional communication via phone, e-mail, and mail.  
Anticipate the needs of others in order to ensure their seamless and positive experience.

### ***Requirements***

Bachelor's Degree in related field.  
Prior administrative experience.  
Competency in Microsoft applications including Word, Excel, and Outlook.  
Excellent computer skills, especially typing.  
Attention to detail.  
Multilingual may be preferred or required.  
Desire to be proactive and create a positive experience for others.  
Excellent time management skills.  
Able to contribute positively as part of a team, helping out with various tasks as required.

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