



Office of Human Resources

Activities Leader Non-Certified – RG2110

General Statement of Duties

Provides entry level instruction to participants in specialized (non-certified) areas such as in dance (ballet, square, ballroom, jazz, hiphop, and modern), boxing, scuba diving, gymnastics, quilting, outdoor challenge activities, sewing, oil painting (mix and multi-media), ceramics, bridge, therapeutic recreation, massage therapy, home crafts, languages, computers, etc.

Distinguishing Characteristics

Activities Leader - Non-Certified is distinguished from Recreation Instructor in its emphasis of a specialized area such as sewing, languages, computers, ceramics or home crafts. Recreation Instructor provides instruction, mentoring, and counseling to participants in organized recreational activities in sports and education recreational areas.

Guidelines, Difficulty and Decision-Making Level

Guidelines are generally numerous, well established and directly applicable to the work assignment. Work assignment and desired results are explained by general oral or written instructions.

Duties assigned are generally repetitive and restricted in scope but may be of substantial intricacy. Employee primarily applies standardized practices.

Decisions or recommendations on non-standardized situations are limited to relating organizational policies to specific cases. Problems that are not covered by guidelines or are without precedent are taken up with the supervisor.

Level of Supervision Received & Quality Review

Under general supervision, the employee receives assignments and is expected to carry them through to completion with substantial independence. Work is reviewed for adherence to instructions, accuracy, completeness and conformance to standard practice or precedent. Recurring work clearly covered by guidelines may or may not be reviewed.

Interpersonal Communication & Purpose

Contacts with the public or employees where factual information relative to the organization or its functions is received and relayed, or a service rendered, according to established procedures or instructions.

Contacts with the persons under stress or emergency conditions where an immediate service is rendered according to established procedures or instructions.

Level of Supervision Exercised

None

Essential Duties

Instruct specific classes such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor challenge (rope climbing, etc.) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, massage therapy or home crafts.

Prepares activity plans and pre-post plans and information materials needed to instruct the course.

Follows safety rules and regulations.

Assist participants in developing skills in the subject being taught.

Researches and keeps abreast of trends in field of specialty.

Maintains attendance records for classes and distributes and collects evaluations as requested.

Assists in arranging and planning special events.

Cleans work area as required.

Performs other related duties as assigned or requested

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Teaching Others - Helps other learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of the rules, procedures, skills, and/or materials of a specific recreation area sufficient to be able to effectively instruct individuals and groups and perform a variety of duties related to the work assignment.

Knowledge of teaching methods sufficient to be able to instruct organized recreational activities.

Knowledge of basic fundamentals and techniques in specialized recreation activities such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor (challenge) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, and home crafts sufficient to be able to interpret rules and regulations and develop the participant's performance skills.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in incorporating new information and ideas into the work assignment.

Skill in coordinating and scheduling activities related to the work assignment.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative alternatives solutions, conclusions or approaches to problems.

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience (paid or volunteer) as an instructor in an organized specialized recreation program.

Education & Experience Equivalency

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

Requires certification in CPR/First Aid at the time of application or prior to completion of probation period.

Licensure and certification must be kept current as a condition of employment.

Working Environment

Exposed to cold temperatures, cold enough to cause bodily discomfort.

Exposed to hot temperatures, hot enough to cause bodily discomfort.

Personal safety: aware of surroundings, people and events.

Temperature Changes: variations in temperature from hot to cold.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: maintaining body equilibrium to prevent falling over.

Carrying: transportation an object, usually by hand, arm or shoulder.

Color Vision: ability to distinguish and identify different colors.

Depth Perception: ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: performing work through using two or more.

Feeling: perceiving attributes of objects by means of skin receptors.

Field of vision: ability to adjust vision to bring objects into focus.

Field of Vision: ability to see peripherally.

Fingering: picking, pinching or otherwise working with fingers.

Handling: seizing, holding, grasping or otherwise working with hand(s).

Hearing: perceiving the nature of sounds by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 50 pounds, from one level to another.

Mental Demands: oral comprehension, spatial orientation, and written comprehension.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive Motion: making frequent movements with a part of the body.

Standing: remaining on one's feet in an upright position.

Talking: expresses or exchanging ideas by means of spoken words.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Walking: moving about on foot on uneven surfaces.

Depth Perception: ability to judge distances and space relationships.

Vision Far Acuity: ability to see clearly at 20 feet or more.

Field of Vision: ability to see peripherally.

Vision Near Acuity: ability to see clearly at 20 inches or less.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: Z-118

FLSA Code: N

Management Level: 10

Established Date: 9/21/2018

Established By: Lori Schumann

Revised Date:

Revised By:

Class History: