



Office of Human Resources
Recreation Instructor - CA2583
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General Statement of Duties

Performs intermediate level instruction and guidance to participants in organized recreational programs, classes, and activities.

Distinguishing Characteristics

The Recreation Assistant assists with a variety of recreational and facility activities and functions, which includes assisting on the front desk, ensuring cleanliness of facility, and assisting with instruction of organized sports and physical activities.

The Recreation Instructor provides instruction to participants in organized recreational programs, classes, and activities, which includes developing curriculums and instructional plans, leading and teaching participants, and evaluating the effectiveness of programs.

The Recreation Services Representative is responsible for guest relations, which includes managing front desk activities and functions, supporting recreation center operations, membership enrollment, and assisting with inventory and maintaining records and files.

The Recreation Program Coordinator plans, coordinates, and implements citywide recreation programs, activities, and special events, which includes identifying community and customer needs, evaluating program effectiveness and participation levels, community outreach to recruit sponsors and market programs, and overseeing program budget activities.

The Recreation Center Coordinator maintains the operations of a Recreation Center and coordinates facility usage, programs, and activities held within the facility, which includes oversight of recreation center, ensuring safety and adherence to policies and procedures, identifying community and customer needs, and overseeing facility budget activities.

The Recreation Supervisor supervises the operations of a recreation center, which includes oversight of both recreational programs and facility activities and functions, implementing process improvements, performing the elements of supervision, coordinating special events and activities, and overseeing the recreation center's operational budget.

Level of Supervision Exercised

By position, performs lead work over temporary employees or volunteers.

Essential Duties

Greets and communicates with recreation guests in-person or by telephone using F.A.C.E. philosophy (friendly, attentive, consistent, and empowered) regarding recreation services and activities.

Provides instruction and guidance to participants in organized recreational programs, classes, and activities.

Organizes, leads, and teaches a variety of recreational programs, activities, and classes.

Develops curriculum and instructional plans to achieve established objectives.

Executes instructional plans using prescribed and accepted teaching methods, which includes coaching of groups or individuals.

Provides a safe and supportive learning environment for all participants.

Evaluates physical skills and abilities and communicates progress to program participants and makes recommendations for improvements.

Effectively communicates with a variety of program participants and non-participants to answers questions and follow up on program participation and guidelines as necessary.

Sets up and takes down equipment prior to and after classes or games.

Reviews completed participant program evaluations forms and uses findings to increase program and instructional effectiveness.

Assists with the coordination and administration of special events.

Assists with community outreach and engagement plans focused on recreation centers or recreational programs.

Assists with training new staff members.

Monitors guest adherence to facility rules, policies, procedures, and safety standards and reports disruptive behavior to appropriate staff members.

Assists with emergency situations such as evacuations, medical emergencies, suspicious behavior and activity, or other unexpected situations as necessary.

By position, performs various administrative tasks in support of a recreation center or recreational program.

Performs other related duties as assigned or requested.

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

Competencies

Conflict Management - Manages and resolves conflicts, grievances, confrontations, or disagreements in a constructive manner to minimize negative personal impact.

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.

Written Communication - Composes, reviews, edits, and issues written materials for diverse audiences and communicates purpose in a succinct and organized manner that is appropriate for context, time, and place.

Knowledge & Skills

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

Knowledge of basic fundamentals and techniques of athletics, fitness, cultural/social activities and/or arts and crafts sufficient to be able to perform a variety of duties related to the work assignment.

Knowledge of inventory techniques sufficient to be able to maintain an adequate level of supplies.

Knowledge of the techniques, principles and regulations of recreation, day care and sports programs.

Education Requirement

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

Experience Requirement

One (1) year of experience in assisting in the operation and instruction of organized recreation activities.

Education & Experience Equivalency

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

Licensure & Certification

Requires certification in CPR and First Aid within 6 months of date of hire.

By position, requires a valid driver's license at the time of application. (Employees may be eligible to drive department/city vehicles for transportation and subject to motor vehicle record check and required to pass a city sponsored driver safety training course.)

Licenses and certifications must be kept current as a condition of continued employment.

Working Environment

Potential exposure to cold temperatures, cold enough to cause marked bodily discomfort.

Potential exposure to heat temperatures, hot enough to cause marked bodily discomfort.

Potential exposure to humid conditions with high moisture content to cause bodily reactions.

Noise sufficient noise to cause distraction.

Personal safety aware of surroundings, people and events.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to many interruptions.

Extreme cold temperature cold enough to cause marked bodily discomfort.

Extreme heat temperature hot enough to cause marked bodily discomfort.

Humid conditions with high moisture content to cause bodily reactions.

Noise sufficient noise to cause distraction or possible hearing loss.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to many interruptions and to varying and unpredictable situations in an indoor/outdoor setting.

Subject to traffic, roadways, and pedestrians.

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.

Crawling: moving about on hands and knees or hands and feet.

Crouching: bending body downward and forward by bending legs.

Depth Perception: ability to judge distance and space relationships.

Eye/hand/foot coordination: performing work through using two or more.

Field of Vision: ability to see peripherally.

Fingering: picking, pinching, or otherwise working with fingers.

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

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

Talking: expressing or exchanging ideas by means of spoken word.

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.

Lifting: raising or lowering objects weighing no more than 20 pounds, from one level to another.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Licenses/Certification

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: A-607

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: