

City of Alamosa Job Description

Position: Recreation Instructor

Reports to: C.A. Manager

Supervision Exercise: None

FLSA: Non Exempt

General Statement of Duties:

Provides qualified instruction in various leisure time activities to children of all ages, adults, and senior citizens and is generally free to develop lesson plans for designated classes within the guidelines of departmental policies.

NOTE: The essential functions and major responsibilities listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position. Duties and responsibilities are also subject to change by the employer as the needs of the employer and requirements of the job change. The following are the duties performed by employees in this classification. However, employees may perform other related duties. Not all duties listed are necessarily performed by each individual in the classification.

Essential Functions:

1. Provides C.A.M. with written class description/lesson plan of program content.
2. Responsible for planning, implementing, and conducting specific class/program activities appropriate to the subject area and participants ages. Prepares site for activity (equipment setup as needed) and ensures proper clean-up at end of each class/program. Hours in addition to regular classes may be required.
3. Formulates and submits supply sheets and instructional handouts to class participants.
4. Establishes and enforces class/program rules and policies for students.
5. Ensures program goals are met.
6. Provides a safe and supportive learning environment for all participants.
7. Reports all accidents, incidents, and disciplinary concerns to the C.A.M. Able to administer first aid as needed.
8. Oversees proper use of facility, equipment, and supplies. Inspects equipment and facilities used on a regular basis to ensure safety and cleanliness and reports discrepancies to the Department.
9. Maintains rapport with site staff.
10. Ensures all class records/paper work is up to date and turned in at conclusion of class/program.
11. Provides information pertaining to City sponsored recreational events and activities to the public.

Knowledge of:

1. Specialized subject matter of class/program.
2. Instructional procedures and practices.
3. Development of participants for whom the class/program is offered.
4. Participant performance level.

Ability to:

1. Lead (group and individual).
2. Teach techniques, organizing time, and assessing participant's interests and capabilities.
3. Communicate both orally and in writing.
4. Handle emergency situations including Basic First Aid and CPR.
5. Control a group.
6. Ensure safe and proper use of facilities and equipment.
7. Deal with problem situations and people.
8. Communicate effectively with children, adults, staff, general public, and C.A.M.
9. Work effectively with age range of class that is being offered.
10. Generate interest of participants in class/program.
11. Demonstrate all appropriate techniques and procedures for the activity.
12. Break down subject matter to teach assigned age/skill groups.
13. Update and upgrade programs as needed.

Education/Experience Requirements:

1. Must be at least 18 years of age. Any combination of training and experience that provides the required knowledge, skills, and abilities is qualifying.
2. A high school diploma, or equivalent, and advanced training or course work in the discipline. Training and certifications specific to each program are highly preferred.
3. One year of relevant and appropriate experience in the activity to be presented.

Additional Requirements:

Current certification in First Aid/CPR/AED. Non-certified employees will be required to complete certifications within ninety days from the date of hire.

Required Physical Capabilities:

Physical requirements will vary depending on type of program. This is intended to be representative of an average of all programs. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Material and Equipment Directly Used:

The specific program will determine the materials and equipment to be used and will vary greatly from program to program. Some programs use potentially hazardous products such as paint and craft supplies. Programs involving physical activity may use sports or fitness equipment that may be hazardous if not used properly.

Working Environment:

The work environment may be indoors or outdoors depending upon the recreational program. Noise levels vary depending on the recreational program, and may be loud. The employee may also be required to lift or spot participants. Work may be required during evenings and on weekends, depending upon the position.

Duration	Not at	Occasionally	1-3 hrs	4-6 hrs.	7-8 hrs.
Lift/Carry					
0-10 .lbs			XX		
11-20 .lbs			XX		
21-40 .lbs			XX		
41-60 .lbs		XX			
Push/Pull					
0-20 .lbs			XX		
21-25 .lbs			XX		
26-50 .lbs			XX		
51-75 .lbs		XX			
76-100 .lbs		XX			
Bend					
Overhead Reach			XX		
Twist/Turn			XX		
Kneel/Squat			XX		
Sit		XX			
Stand/Walk			XX		
Climb Ladder/Stairs		XX			

Print Employee Name

Employee Signature

Date

Supervisor

Date