



**JUNE 2017**  
**FLSA: NON-EXEMPT**

## **RECREATION INSTRUCTOR**

**HOURLY PAY RANGE: \$14.04 - \$22.89**

### **DEFINITION**

Under direct or general supervision, leads and instructs a variety of activities in connection with a specific recreation program or functional area in support of community, recreational, or enrichment programs; and performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from assigned supervisor. May exercise technical or functional supervision or direction and provide training to lower level staff.

### **CLASS CHARACTERISTICS**

This is a journey-level class that performs the full range of duties required to ensure that District facilities, recreation programs, activities, and services are safe and effective and provide the highest level of customer satisfaction for public use. Responsibilities include developing and instructing enrichment or recreation programs for a variety of ages. Positions are responsible for the performance of the full range of duties as assigned, working independently, and exercising considerable judgment and initiative. Positions at this level receive general instruction and assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

- Assumes responsibility for the development and implementation of curriculum in approved subject matter for an enrichment or recreation program and for the delivery and instruction of curriculum to program participants in a variety of settings, activities, and formats.
- Maintains a safe environment for program participants in various settings including parks, schools, recreation centers, and on field trips.
- Supervises and leads established programs of afterschool, recreation, and camp activities.
- Communicates with parents of participants regarding program objectives, goals, and activities as well as participants' performance.
- Resolves program issues within established guidelines.
- Maintains relationships with outside organizations and schools regarding program to which assigned.
- May perform general office duties, including basic cashiering, answering the telephone, greeting patrons, light typing, data entry, copying, and filing; prepares flyers, calendars, and other routine publicity; prepares routine reports of participation and activities.
- Maintains inventory of materials and equipment required for program activities; requisitions materials and equipment.
- Ensures that recreational facilities, storage sites, and other work areas are maintained in a clean and orderly condition, including securing equipment and materials at the close of the workday.
- Issues and collects recreation equipment and supplies.
- Administers basic first aid as necessary.

- Assists in the encouragement of participation and good sportsmanship.
- Responds to participants' needs for assistance or information.
- Observes safe work methods and makes appropriate use of related safety equipment as required.
- Provides needed information and demonstrations concerning how to perform certain work tasks to new employees in the same or similar class of positions.
- Maintains accurate logs and records of work performed and materials and equipment used.
- Monitors the proper and safe use of program facilities by the general public; patrols recreational facilities to ensure adherence to rules and ordinances; enforces recreational facility safety rules; interprets and applies policies, procedures, laws, codes, and regulations; assists in education about the enforcement of rules and regulations.
- Performs other duties as assigned.

### ***When assigned to Afterschool Programs***

- Develops, oversees, and facilitates an afterschool educational program which includes planning, organizing, instructing, implementing, and supervising program activities for children of various ages.
- Supervises program participants in classroom and playground activities as well as during times of transition between activities ensuring the health and safety of participants.

### ***When assigned to Swim Programs***

- Plan, organize, supervise, and implement high quality swim lesson and aquatics programming.
- Oversees, supervises, and directs children participating in program activities ensuring a safe environment in the pool and adjacent areas.

## **QUALIFICATIONS**

### **Knowledge of:**

- Methods of instruction applicable to the area of assignment.
- Principles and practices of program development and instruction including adhering to commonly accepted best practices relative to the area of assignment.
- Functions and operational policies and procedures of the area of assignment.
- Pertinent Federal, State, and local laws, codes, regulations, and policies applicable to the area of assignment.
- Safety principles and practices, including basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR) methods.
- Basic safety precautions and procedures related to recreation and afterschool program area(s) and facilities.
- Standard office practices and procedures, including the use of standard office equipment, basic record-keeping, arithmetic, and computer applications related to the area of assignment.
- Safe work practices, including safe driving rules and practices.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for effectively dealing with individuals of various ages, various socio-economic and ethnic groups, and effectively representing the District in contacts with the public.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and District staff.

### **Ability to:**

- Work independently while supervising and instructing user groups.
- Understand and apply facility use policies and procedures.
- Develop curriculum for area of assignment with minimal assistance or guidance.
- Provide leadership to others in the provision of program activities.
- Provide courteous assistance to participants and other interested parties.
- Lift and move tables and chairs and arranging facilities for community events and/or meetings.
- Basic computer system operation to enter and retrieve data for class registration, facility reservations, and membership records.
- Remain flexible and adapt as job responsibilities change.
- Handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and adult and/or pediatric cardiopulmonary resuscitation (CPR).
- Maintain facilities and equipment in a clean, safe, and secure manner.
- Operate modern office equipment including computer equipment and software programs.
- Make accurate arithmetic calculations.
- Perform routine equipment maintenance.
- Maintain accurate logs, records, and basic written records of work performed.
- Understand and follow oral and written instructions.
- Organize own work, set priorities, and meet critical time deadlines.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### **Education and Experience:**

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Equivalent to the completion of the eleventh (11<sup>th</sup>) grade, and ability to provide a valid Work Permit. One year of experience or training in recreation leadership and programs, childcare, or child development is desirable.

### **Licenses and Certifications:**

- Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- Must obtain American Red Cross First Aid Certificate and CPR/AED Certificate for infant, child, and adult within three (3) months of hire.
- Some positions require completion of Mandated Reporter Training.
- Some positions require completion of Water Safety Instructor certificate and Lifeguard Training certificate issued by the American Red Cross.

### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office and/or recreational facility setting and use standard office and/or recreation equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Must possess the physical stamina to lift and move tables and chairs and arrange facilities for community events and/or meetings. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach,

climb, and walk on uneven, wet, or slippery surfaces to participate in recreational activities; and push and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 50 pounds.

**ENVIRONMENTAL ELEMENTS**

Employees may work in the field and are occasionally exposed to loud noise levels, cold and/or hot temperatures, vibration, confining workspace, chemicals, mechanical and/or electrical hazards. May be exposed to chlorine, acids, and other chemicals at aquatics facilities, as well as blood and body fluids rendering first aid and cardiopulmonary resuscitation. Employees are required to wear appropriate attire for the recreation activity to which they are assigned. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

**WORKING CONDITIONS**

May be required to work a varied schedule of hours, which may include early mornings, evenings, weekends, and holidays, at a variety of District facilities.

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Signature of Employee

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Date

