



## Job Description

**Department: Parks and Recreation Department**

**Status: Nonexempt**

**Job Title: Instructor - Recreation**

**Reports to: Recreation Supervisor**

Date job description last revised: June 2023

### **GENERAL DESCRIPTION OF DUTIES:**

Responsible for creating recreational programs, classes, and activities and performs beginner to intermediate level instruction and guidance to participants.

### **REPORTING & ORGANIZATIONAL RELATIONSHIPS:**

Reports to the Recreation Supervisor. Works collaboratively within their own Department and with other City Departments, as well as with other organizations, to comply with policies and procedures and to instruct programs.

### **ESSENTIAL DUTIES:**

The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Salida retains the right to modify or change the duties or essential and additional functions of the job at any time.

- Organize, lead, and teach a specified recreational program, event, or class.
- Develop curriculum and instruction plan to achieve established objectives.
- Assist with recruiting, hiring, training, and supervision of part time and seasonal personnel, as well as volunteers.
- Schedule facilities to host programs, leagues, and events and supervise condition of facilities and/or follow predetermined schedule.
- Monitor registration through the SmartRec recreation software.
- Communicate relevant program and league information with participants and personnel.
- Assist with public relations such as preparing and distributing flyers, press releases, brochures, and emails to participants.
- Provide instruction and guidance to participants in a specified recreational program, class, or activity.
- Execute instructional plans using prescribed and accepted teaching methods, which includes coaching of groups or individuals.
- Provide a safe and supportive learning environment for all participants.
- Monitor and follow adherence to facility rules, policies, procedure, and safety standards.

- Evaluate physical skill and ability and communicate progress to program participants and make recommendations for improvement.
- Effectively communicate with a variety of program participants and non-participants to answer questions and follow up on program participation and guidance as necessary.
- Promote positive public relations with participants, parents, and staff.
- Set up and take down equipment prior to and after program, class, or activity.
- Maintain inventory of supplies and equipment for programs, leagues, and events; assist with ordering supplies and equipment; distribute supplies and equipment.
- Keep records of relevant program, league, and event data, including, but not limited to general contacts, staff, participants, accident and incident reports, feedback, etc.
- Review completed participant program evaluation forms and use findings to increase program and instructional effectiveness.
- Other duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- Knowledge of fundamentals and techniques of specified program, class, or activity sufficient to be able to perform a variety of duties related to the work assignment.
- Ability to make necessary decisions to ensure safe and well-run program.
- Comfortable working with people of all ages, backgrounds, and abilities.
- Possess highly developed organizational and communication skills.
- Capable of giving, receiving, and implementing oral and written directions.
- Represent Salida Parks & Recreation and the City of Salida in a positive manner.

**EDUCATION AND EXPERIENCE:**

One (1) year of experience assisting in the operation and instruction of a specified program, class, or activity. Relevant licenses and certifications must be kept current as a condition of employment.

**WORKING CONDITIONS AND PHYSICAL REQUIREMENTS:**

Environmental and Physical Conditions will vary based on specific position and working conditions, locations, and department needs. Variable hours including some evenings and weekends. Moderate to heavy lifting required. Must be willing to work in all weather conditions during programs, leagues, and events. Requires the ability to maintain body equilibrium when bending, stooping, crouching, reaching and/or stretching arms, legs, or other parts of body and to physically maneuver over and/or upon varying terrain, surfaces, or physical structures. Ability to lift up to 50 pounds.

**PAY/SALARY RANGE:**

\$22-\$45/hr.

**GENERAL DESCRIPTION OF BENEFITS:**

Free individual pool pass to the Hot Springs Aquatic Center. Discounts on Recreation and Aquatics programs and products.

