Job Description

Job Title:	Recreation Instructor	Classification:	Unclassified
Department:	Parks and Recreation	Grade:	505
Status:	Part-Time	FLSA:	Non-Exempt

Primary Purpose

Under general supervision; provides instruction and assists with various programs and events provided by the Recreation Division.

Essential Job Functions

Management reserves the rights 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. Regular and consistent attendance for the assigned work schedule is essential.

1. Assists in planning and follows lesson plans for instructing assigned athletic programs.
2. Prepares schedules for lessons and program activities for participants.
3. Directs interaction with children in after school and summer programs.
4. Communicates and instructs participants enrolled in recreation programs. Communicates with parents, guardians, and the general public as needed.
5. Assists in maintaining, cleaning, and sanitizing facilities including sweeping, mopping, checking and stocking restrooms, and other maintenance duties as required.
6. Motivates program participants to participate in activities. Communicates professionally and positively with participants, parents, guardians, and the general public.
7. Contributes effectively to the Parks Department, communicates effectively with co-workers, both within the department as well as outside the department. Maintains satisfactory attendance to ensure duties are performed without negatively impacting co-workers or delivery of service to the public.

Other Duties

- Attends and participates effectively at departmental staff meetings.
- Maintains the confidentiality of files, records, reports as required by law, City policy, and procedures.
- Performs other duties as assigned.

Minimum Qualifications

Knowledge of: Curriculum development for recreation activities and initiatives; variety of recreational and athletic activities appropriate for children; recreation practices and techniques.

Skill in: Coordinating recreation activities for a large number of participants or one-on-one sport instruction; planning, directing, and conducting activities to meet the participant goals; motivating and maintaining effective relationships with staff; communicating effectively with children, adults, staff, and the general public.

Education: High school diploma or GED is preferred, however current students are encouraged to apply.

Experience: One year of teaching, instructing, or experience in sports and/or concessions preferred.

Licenses and Certifications: A valid state issued driver's license is not required; however, transportation to and from work and off-site training programs must be accomplished without impacting attendance. CPR and First Aid certification is preferred, but not required. Must successfully pass in-house training and recertification as provided.

Physical Demands Requirements and Working Conditions

This is primarily a field position as work is generally performed at a recreation site or facility; standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment; vision to read printed materials and a computer screen; hearing and speech to communicate in-person and over the telephone. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull. Employees may be required to lift, carry, push, and pull materials and objects weighing up to 25 pounds. Employees often participate by leading, teaching or engaging in the activity with participants or athletes.

Employees work in an environment with moderate noise levels and extreme temperature conditions, specifically heat. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

Miscellaneous Requirements

Requires successful post-offer completion of a background investigation, physical exam, and drug test as a condition of employment with the City of Joplin. Position requires working evenings, weekends, and some holidays. Must be at least 16 years of age.

Revision Date: 11/01/2021	Type of Change: Update position
Revision details: City-wide job description revision and updates.	