

WILDWOOD PARK DISTRICT JOB DESCRIPTION

POSITION TITLE: INSTRUCTOR
REPORTS TO: PARK DISTRICT MANAGER
FLSA STATUS: NON-EXEMPT
CLASSIFICATION: PART-TIME

Position Summary:

Instructors are responsible for leading a specific type recreation/athletic/fitness program.

Qualifications Required:

- Must be knowledgeable in the area in which they are teaching.
- Must be 18 years old
- Must possess excellent communication skills.
- First aid training and CPR certification upon employment.

Hours:

- Part-time, days and hours vary based on class.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Submit program write-ups and class details as requested by Supervisor.
- Submit a list of materials needed for class.
- Develop a weekly lesson plan for classes.
- Execute class lesson at each class meeting.
- Contact Supervisor at least one week prior to the start of the class to discuss registration numbers and class details.
- Arrive to program at least 15 minutes prior to start of class to set up for class.
- Greet each participant and verify registration.
- Maintain attendance sheets for each class.
- Submit all attendance sheets and evaluations to Supervisor at the conclusion of the session.
- Assist in maintaining inventory of all supplies and equipment.
- Maintain a clean and organized facility at all times.
- Secure building and grounds after use if last scheduled for usage.
- Supervise children during all activities.
- Create a positive, fun and safe environment.
- Assist with the set up and take down of classroom each day.
- Gather all supplies and materials needed for daily activities.
- Handle discipline issues as needed.
- Report all accidents and injuries immediately. Complete written accident forms as needed and submit immediately.
- Attend all staff meetings and in-service trainings.
- Perform duties in a safe manner.
- Maintain a safe and clean work area. Inspect sites and building on a regular basis with safety in mind.

- Administer first aid as needed.
- Report any work-related or patron injuries to supervisor promptly.
- Correct unsafe conditions and/or report them to supervisor.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Attendance/Punctuality - Demonstrate consistent attendance and on-time arrival. Ability to work days and evenings.
- Dependability - Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
- Planning/Organizing - Prioritize and plan activities and use time efficiently.
- Judgment - Exhibit sound and appropriate judgment; support and explain reasoning for decisions.
- Professionalism - Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments. Must be open minded to all members of the community.
- Problem Solving - Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Oral Communication – Listen and get clarification; and respond well to questions.
- Organizational Support - Follow policies and procedures.
- Language Skills – Ability to read, analyze and interpret information. Ability to communicate effectively with supervisor, subordinates and public.

Physical Demands

- Must be able to move around quickly and easily and participate in many physical activities with children.
- Requires walking, standing, balancing, stooping, kneeling, crouching, and reaching.
- Requires occasional lifting (20-35 lbs.).
- Employee is regularly required to talk and hear.

Work Environment

- Employee general work area is indoors, in a smoke free environment. However, there will be outdoor classes as well.

The Wildwood Park District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Board will provide reasonable accommodation to qualified individuals with disabilities.