



City of Des Moines, Washington

JOB DESCRIPTION



RECREATION INSTRUCTOR

Extra hire, Seasonal

Salary Grade: EH-5

FLSA Status: Non-Exempt

Union Status:

Non-represented

EEO Category:

Professionals

Nature of Work

Recreation Instructors are responsible for planning, organizing and conducting instructional lessons for classes presented to adults and youth at Parks and Recreation center locations. Assists with program promotion and marketing.

Instructors for these programs teach or instruct a variety of activities which may include: homework help, active games, music, dance, arts and crafts, fitness, cooking, and various other recreational, educational, and cultural enrichment areas. Develops course objectives and class plans, scheduling class times, obtains necessary supplies and equipment and resources. A high level of independent judgment is necessary.

Distinguishing Characteristics

Part-time, seasonal position conducting instructional lessons. The Recreation Instructor is a broad classification and encompasses various assignments with department flexibility to assign employees based on the meeting of wage qualifiers. Employees will be assigned utilizing a formula which incorporate the following characteristics. Works under the Direct Supervision of the Assistant Recreation Manager.

Essential Functions

- Develops, plans, schedules and conducts recreation classes in the specialized area in connection with the fee instruction program being offered to the public. Secures materials and equipment used for each class.
- Determines appropriate class size and age levels necessary for participants to be successful and engaged to educate the participants.
- Prepares and conducts class instructional activities or general camp activities, prepares a course outline or schedule and a list of necessary course materials for class participants.
- Enforces site, classroom and department policies and rules.
- Assures proper maintenance of recreational facilities and equipment to ensure a safe and sanitary environment and notifies immediate supervisor of any problems and/or concerns.
- Sets up and cleans up facilities.
- Receives, stores and issues class equipment and supplies as needed.

- Monitors class participants throughout instruction, ensures adherence to safety practices and to department policies and procedures. Follows appropriate emergency procedures to protect the well-being of the participants.
- Responds to and resolves participant complaints and notifies supervisor when necessary.
- Completes required forms and activity records and reports.
- Communicates with parents of school age participants, as needed.
- Obtains and evaluates feedback regarding the effectiveness of the instructional process and the success of the program activity.
- Maintains a positive relationship with staff, co-workers, participants, and spectators.
- Provides excellent and proficient customer service to both internal and external customers.
- Communicates and acts in a professional manner with the public, co-workers, and work contacts.
- Regular attendance is an essential function of this job to ensure continuity.
- May be required to work early mornings, evenings, weekends and holidays as needed.
- Performs all work duties and activities in accordance with City policies and procedures; follows safety policies and practices, works in a safe manner, and reports unsafe activity and conditions.

Necessary Knowledge, Skills, and Abilities

- Knowledge of skills, principles and practices in program area.
- Knowledge of customer service practices
- Excellent teaching skills.
- Office computer skills.
- Ability to sit and stand for extended periods of time.
- Ability to administer first aid and CPR.

Education and Experience Requirements

- High School Diploma or GED certificate and
- One year of experience as a teacher, tutor, counselor or coach in an organized recreational program or related experience at the level of Recreation Assistant or Recreation Volunteer.
- A combination of the appropriate type and level of education and experience in the program area assigned.
- Must be 18 years of age or older.

Special Requirements

- Must obtain First Aid/CPR card within 30 days of hire and maintain throughout employment.
- Certified programs may require a certificate or authorization trademark use.
- Employment contingent upon passing a criminal history background check.
- Because of the known effects of tobacco use, the City of Des Moines does not hire applicants who use tobacco products.

Working Conditions and Physical Abilities

Works indoors in a climate-controlled office environment with moderate noise levels. The following represent the physical demands that must be met to successfully perform the essential functions of this job. Work is performed in a typical office environment and involves moving throughout the facility and community. May be responsible for bringing tools necessary to perform instruction. Frequent communication with City employees and customers. May involve bending, lifting and moving items weighing up to 50 pounds on occasion (e.g. chairs and tables).

Equal Opportunity Employer

- The City of Des Moines is committed to hiring a diverse workforce and all qualified applicants, including all ethnic backgrounds and persons with disabilities, are encouraged to apply. The City is an Equal Opportunity Employer and does not unlawfully discriminate on the basis of race, sex, age, color, religion, national origin, marital status, sexual orientation, veteran status, disability status, or any other basis prohibited by federal, state, or local law.
- In accordance with the Americans with Disabilities Act, an employer is obligated to make a reasonable accommodation only to the known limitations of an otherwise qualified individual with a disability. In general, it is the responsibility of the applicant or employee with a disability to inform the employer that an accommodation is needed to participate in the application process, to perform essential job functions or to receive equal benefits and privileges of employment.

General Information

- The statements contained herein reflect general details as necessary to describe the principal functions for this job description and the level of knowledge and skill typically required and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements.
- The physical abilities described above are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The provisions of this job description do not constitute an expressed or implied contract. Any provision contained herein may be modified and/or revoked without notice.
- Created 2023.