



City of Kingman, Arizona

Classification: Recreation Instructor (Part Time)
Department: Recreation
Accountable To: Recreation Coordinator or Recreation Superintendent
Created/Revised Date: November 2015
FLSA Status: Non-Exempt **Salary Grade:** Part Time **Band:** A **EEO4:** 8

GENERAL DESCRIPTION OF POSITION:

Responsible for planning and organizing and conducting instructional lessons for classes in assigned recreation programs. 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 incorporates the following characteristics:

Wage Qualifiers:

An individual assigned to Recreation Instructor will be reviewed and placed according to the meeting of the below qualifiers. It is important to note the Recreation Instructor is subject to regular review upon initial placement and each time the same class/program is proposed/submitted/held, a new/revised class/program is submitted/held and/or to ensure individual is meeting the noted qualifiers and placement to wage is or remains appropriate.

Each class is looked at individually to determine a rate of pay, using a formula that is based on the following:

- Determined number of hours an instructor will need to work in a given class/program session
- Determined charge/rate for class/program and use of that rate to assist in determining the instructor's rate of pay
- The facility capacity to meet the minimum and maximum class/program size standards
- Minimum and maximum required to teach a successful class/program
- Minimum and maximum numbers to cover cost of said instructor's minimum rate
- Job performance will be evaluated and increased/decreased based on instructor's evaluation and number of participants enrolled

Department will track wage placement and will document on Personnel Action Form. Department will provide appropriate notations in the remarks section of the Personnel Action Form in order to affect appropriate payment of wages for each assigned class/program and will also ensure time worked related to class/program is appropriately recorded on the employee's timesheet.

SUPERVISION RECEIVED:

Works under the direct supervision of the Recreation Coordinator or Recreation Superintendent and general supervision of the Parks & Recreation Director.

SUPERVISION EXERCISED:

Directly supervises class participants

ESSENTIAL DUTIES AND RESPONSIBILITIES: Essential Functions are not intended to be an exhaustive list of all responsibilities, duties and skills. They are intended to be accurate summaries of what the job classification involves and what is required to perform it.

- 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 sill 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.

Peripheral Duties:

- Performs related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- High school diploma or GED certificate, and
- One (1) year experience as a teacher, tutor, counselor, or coach in an organized recreational program or related field at the level of a recreation assistant or recreation volunteer.
- A combination of the appropriate type and level of education and experience in the program area assigned.

Knowledge:

Working knowledge of adult and youth development and community activities; Methods and principles of instructing, teaching, or coaching program(s) assigned; Course curriculum development; Safety rules and regulations; and Facilities, equipment, and materials utilized in recreation programs being instructed.

Skills:

Skill in: Possessing specialty skill(s) in the area(s) of instruction; Possessing supervision skills and ability to enforce facility and safety rules; Being highly motivated and working independently; Possessing strong interpersonal skills, being creative and providing positive leadership; Possessing good written and oral communication skills; Providing basic first aid, CPR, and AED; Following and maintaining safety standards; and identifying safety problems.

Abilities:

Ability to: Communicate orally and in writing; Create and execute a lesson plan; Act confidentially and make judgment based decisions quickly and accurately; Effectively work with adults and children and manage behaviors; Handle minor disciplinary issues; Properly manage time; Demonstrate patience and respect when working with participants and co-workers; Determine, calculate, tabulate, or summarize data or information; Apply principles of influence systems, such as motivation, incentive, and leadership; Stimulate and maintain interest of participants in recreation activities; Willingly accept constructive criticism; Handle emergency situations; Work a flexible schedule, depending on program needs, including evenings and weekends and shift assignments as program needs change; Maintain regular attendance and recognize attendance as an essential function of this job to ensure continuity.

Special Requirements:

- First Aid/CPR/AED certification
- By position, may require valid Arizona Driver's License
- Certified programs require a Certificate and/or Authorization Trademark use (ex: Pilates, Zumba, Red Cross, etc.)

WORK ENVIRONMENT:

The work environment characteristics attached to the job description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. - See Physical Demands Form

EXPECTED BEHAVIOR/QUALITY OF SERVICES:

Excellence is the responsibility of everyone at the City of Kingman. We lead by our core values in constant pursuit of excellence:

Commitment – Dedicate oneself to consistent and excellent public service.

Innovation – Implement unique, creative and cost-effective solutions.

Communication – Communicate in a positive, honest and productive manner.

Integrity – Adherence to high ethical standards.

Diversity – Promote inclusiveness and impartiality throughout the organization.

Personal Responsibility – Take initiative to achieve excellence and accept accountability, uphold confidentiality, know when to report indiscretions and inappropriate actions even when it may be uncomfortable to do so, take responsibility for your work environment.

Respect – Demonstrate a high regard for others, support each other.

Teamwork – Promote and encourage cooperative efforts, open communication and trust, encourage positive feedback.

All City employees are expected to conduct themselves consistent and in support with the above values.

SELECTION GUIDELINES:

Submittal/review of employment applications, screening/rating of application in relation to training and experience to job description and overall presentation and job history/stability, oral interview, reference and background check. Supplemental job related tests may be required.

DISCLAIMER:

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of

personnel in this position. This job description is subject to change as the needs and requirements of the position changes.

EMPLOYEE SIGN OFF:

I have read through the job description and have a good understanding of the requirements for my performance in this position and find it to be an accurate description of the demands of this position. I acknowledge it is incumbent upon me to seek clarification from my supervisor/manager for any questions I may have regarding the requirement/responsibilities of my position. I also acknowledge that I can fulfill the essential functions of my position. Should I need to seek reasonable accommodations, I acknowledge I will contact my supervisor/manager or Human Resources to pursue options.

Employee Signature: _____ **Date:** _____

Employee Printed Name: _____