RECREATION INSTRUCTOR

DEFINITION
Under close supervision, instructs and teaches youth, adults and families in one or more specialty recreation or leisure activities.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- According to area of assignment, in one or more specialty recreation or leisure activities instructs and teaches youth, adults and families;
- Creates step-by-step instructions for students to understand and follow;
- Plans and develops lectures, curriculum or lessons for assigned program areas;
- Researches different methods for presenting or teaching material.
- Sets up, cleans up and maintains designated areas for lectures or lessons;
- Maintains records, files and attendance;
- Creates and prepares flyers and brochures to promote lectures or lessons; schedules lectures and lessons;
- Monitors student completion of paperwork for grant purposes.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of lecture and lesson teaching procedures and techniques and of Cardio-Pulmonary Resuscitation (CPR) and First Aid procedures;
- Skilled in researching and gathering program data, engaging and instructing youth, adults and families, providing and following oral and written instructions, and in establishing and maintaining productive working relationships
- Ability to speak English and a second language (Spanish) is highly desired
- Proficient in the use of personal computer hardware and software or sports equipment

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in indoor and outdoor environments. Work may require frequent standing, walking, bending and lifting up to 25 pounds. May be exposed to repetitive motion, vision to monitor, infectious diseases and water and airborne pathogens.

QUALIFICATIONS
A high school diploma with college coursework in Early Education, Child Development or closely related field AND one (1) year experience in providing classroom or sport instruction OR an equivalent combination of education and experience.