



JOB DESCRIPTION

1750 W. McKinney Butte- PO Box 2215 - Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Recreation Instructor II – Art/Enrichment Instructor

Reports to: Program Supervisor
Pay rate/status: \$18.35-\$24.77/hr. (Part-time hourly, non-exempt)
Opening date: 11/14/2023
Closing date: Open until filled

General statement of duties: Designs, develops and instructs recreation class(es) in designated recreation topic area: does related work as required.

Distinguishing features of this classification: An employee in this classification is responsible for preparing and instructing recreation classes. An employee in this classification works as a lead for other recreation instructor I including directing work and providing coaching. Work is performed under the supervision of a program supervisor who reviews work primarily based on direct observation and feedback from participants/parents. Supervision is not normally a responsibility of positions in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

(Illustrative only. Any single position of a class will not necessarily involve all the duties listed and many positions will involve duties that are not listed.)

- Designs and develops recreation class(es) with appropriate exercise, sequences, and/or curriculum for participants; select and prepares supplies or equipment for class(es), when appropriate.
- Demonstrates and monitors class activities for safety and proper techniques.
- Responds to questions from participants regarding purpose of specific activities and other curriculum-related topics.
- Maintains appropriate records regarding class participation.
- Works as a lead instructor to recreation instructor I and volunteers by directing work and providing timely feedback. Reports an ongoing challenge to program supervisor.
- Serves as a positive role model for the participant in the program.
- Maintains positive public relations by representing the district to the public in a positive and professional manner.
- Provides excellent customer service.
- Prepares facility for class and performs necessary clean up.

DESIRABLE QUALIFICATIONS:

Knowledge: Considerable knowledge of respective recreational class topic components; principles of class instruction; safety practices and precautions in performing related class activities.

Skills: Teaching and conducting class instruction safely and effectively; First Aid and CPR.

Abilities: Communicate directions/instructions both verbally and by demonstration; observe and correct improper techniques; modify activities for individual needs; select curriculum and activities that are appropriate and interesting to participants; counsel and motivate participants in the areas related to recreational class topic.



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Physical demands of the position: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, crouch, and stoop. The position requires mobility including the ability to move materials weighing up to 25 pounds on a regular basis such as recreation equipment, inventory, and written materials. Use of arms, wrists, and hands, including manual dexterity and coordination, are required over 80% of the work period. The duties of this position are most always performed inside, thus exposure to seasonal temperature extremes is unlikely. Exposure to loud noise is low to moderate, but never necessitates the use of ear protection. Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends, in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to accommodate the limitation.

Personal protective equipment: Access to nitrile gloves for the administration of First Aid.

Experience and training: Required; three years of experience in instructing in recreational class topic, three years of experience working with specific age group, supplemented with a recognized certification in the area of a recreational class topic, if applicable; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and ability to perform the above-described duties.

Necessary Special Requirements: Possession of or ability to obtain current First Aid and CPR/AED certificates, recognized certification in instructor area; ability to successfully pass a criminal background check.

ADDITIONAL INFORMATION:

Hours/Shift: Position will work variable hours based on program session start and end times. Additional hours may be available or required for extended sessions, meetings, and trainings.

Equal Opportunity Employer