



JOB DESCRIPTION

611 E. Cascade Ave. | PO Box 2215 | Sisters, OR 97759 | ph: 541-549-2091 | sistersrecreation.com

Position: Recreation Instruction II – General

Reports to: Program Supervisor

Pay Rate/Status: \$19.01-\$25.66/hour (part-time, regular)

Opening date: 4/11/2025

Closing date: Continuous

Shift: Position will work variable hours based on program schedule; additional hours may be required for district meetings and trainings.

General statement of duties: Plans, designs, and instructs recreation classes and programs in specific topic area. Performs related work as required.

Distinguishing features of the class: An employee in this classification is responsible for planning and instructing recreation programs and classes. Work is performed under the general supervision of direct supervisor with day-to-day direction from recreation/athletic coordinator. Work is reviewed based primarily on the basis of results attained, feedback from patrons, and direct observation. Supervision is not normally a responsibility of a position in this classification.

EXAMPLES OF ESSENTIAL DUTIES PERFORMED:

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

- Plan, organize and implement recreation programs and classes based on program goals, objectives, and guidelines.
- Create program and class curriculum to keep patrons engaged and maintain a quality program.
- Provide reasonable modifications and accommodations for programs and classes to facilitate the inclusion of all participants and ensure patron safety.
- Work with recreation and athletic coordinator to develop, plan, and schedule programs.
- Keep recreation/athletic coordinate informed on facility, equipment, and supply needs.
- Set up, take down, and clean up after class.
- Comply with program procedures and district policies.
- Administer first aid/CPR and respond to emergencies as required.
- Attend all department and district-wide staff meetings and trainings.
- Provide excellent internal and external customer service through professional communication. Create a positive experience for staff and patrons through professional and courteous behavior and effective problem-solving resolution.
- Acts as a mandatory reporter and reports suspected cases of abuse and neglect to the appropriate authorities, including direct supervisor.
- Performs other job-related duties as assigned.

DESIRABLE QUALIFICATIONS:

Knowledge: Essential knowledge of respective recreation program and class components; principles of program and class instruction; safety practices and precautions in performing related program activities. Principles of group dynamics and group interaction and emergency procedures and accident site management.

Skills: Instruct and demonstrate recreation programs and classes safely and effectively to groups of varied ages



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and abilities; ability to perform and instruct all programs and classes of assigned specialization. Follow and give instructions in a courteous and professional manner. Interpret, explain, follow and apply district policies, keep accurate records and establish and maintain effective working relationships with supervisor, other staff members, program participants and the general public.

Abilities: Communicate directions/instructions both verbally and by demonstration; observe and correct improper behavior; modify programs and classes for individual needs; select curriculum that is appropriate, safe and interesting to participants; counsel and motivate participants during class. Ability to provide good customer service in challenging situations. Ability to administer first aid and CPR and follow emergency procedures. Identify and prevent hazards and maintain safe environment.

Physical demands of the position: While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, twist, and stoop both indoors and outdoors. The position requires mobility including the ability to move materials weighing up to 25 pounds unassisted on a regular basis such as storing, setting up and cleaning up equipment and supplies. Manual dexterity and coordination are required over 75% of the work period. Exposure to loud noise is low and never necessitates hearing protection. 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.

Experience and training: Two to three years of experience in recreation program or class instruction; **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 certificates within 30 days of hire; ability to pass a criminal background check.

Sisters Park & Recreation District is an equal opportunity employer.

Updated 4/11/2025