

JOB OPENING

ATHLETICS DEPARTMENT

RECREATION INSTRUCTOR

POSITION: PART TIME / PAY RATE: \$12.00 - \$14.00 PER HOUR

OVERVIEW

- Under the supervision of the Supervisor of Athletic and Recreation Services, the Recreation Instructor is responsible for supervising, leading and instructing various recreational programs. This position will create curriculum for various age groups from 5-14 year old individuals for a variety of recreational activities.

RESPONSIBILITIES

- Supervises and ensures the safety of all participants at all times.
- Responsible for teaching and instructing recreation programs to children.
- Engages and encourages participants to meet their performance goals.
- Prepares the classroom by gathering and setting up needed equipment for daily curriculum.
- Develops programs/curriculum and prepares daily lesson plans based on the needs of the group.
- Monitors supplies/inventory for future classes.
- Acts as a key motivator amongst participants.
- Maintains a positive relationship with all employees, participant, parents and volunteers.
- Keeps assigned areas clean and sanitized.
- Follows all safety procedures that pertain to the duties performed.
- Performs all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- High school diploma or equivalent is required; some college experience is highly preferred.
- Experience leading or participating in recreational programming.
- Desire and ability to work with children.
- Excellent customer service and organizational skills.
- Ability to lead others in group and individual activities, demonstrating necessary steps and skills.
- Effective communication with staff and program participants and ability to respond effectively and quickly in varying situations.

OTHER

- Evenings Required.
- Approximately 8 - 12 hours per week. Hours from 3pm – 7pm
- Some physical exertion required in handling supplies, equipment and materials.

