

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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<b>Title:</b>	Recreation Instructor
<b>Reports to:</b>	Recreation Program Coordinator or Recreation Program Manager
<b>Position Status:</b>	Part Time
<b>Pay Status:</b>	Hourly

### **JOB SUMMARY**

The Recreation Instructor ultimately responsible for planning, class instruction, and leading activities for specific classes.

### **ESSENTIAL JOB FUNCTIONS**

1. Plan, implement, and facilitate recreation programs classes, workshops, or trips.
2. Establish and communicate expected conduct to ensure a safe learning environment, enforcing safety rules to prevent injury.
3. Explain the rules of the activities and instruct participants at a variety of skill levels.
4. Modify activities to suit the needs of specific groups, such as seniors.
5. Administer basic first aid if needed.
6. Organize and set up tools and equipment used in recreational activities.
7. Teach activity participants per lesson plans.
8. Maintain close supervision and maximize safety of staff and participants at all times.
9. Establish and maintain effective relationships with participants.
10. Attend appropriate in-service training sessions as required.
11. Other duties as assigned

### **QUALIFICATIONS**

- Must be age 18 or older.
- Significant experience in related area of activity.
- Current CPR, AED and First Aid certification.
- Current certifications in the recreation area as needed.
- Must pass criminal background check.
- Valid Driver's License.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Flexibility, a positive attitude, enthusiasm and excellent problem-solving skills preferred.
- Must have experience as a leader or supervisor of others.
- Strong background in related area of activity.
- Ability and desire to interact with participants of all ages in a positive and courteous manner.
- Ability to teach and coach participants in a professional manner.
- Willingness to work according to agency policies, procedures, and scope of training.
- Demonstrated punctuality and reliability in work habits.
- Strong interpersonal, supervisory, and safe decision-making skills.
- Ability to meet the physical demands of the recreation activity.

### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

This is a non-smoking workplace. Depending on the specific program, work is performed both indoors and outdoors using Park District, public or private facilities or in the water or recreational areas. Though

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most programs operate during the day, a few programs meet in the evenings and/or overnight. Programs and trips may be out of reach of cell phone coverage.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- A Recreation Instructor must be in good physical condition must be physically able to assist participants and participate in activities.
- Must be able to perform physical requirements of programs at the most rigorous level.
- May experience exposure to extended periods of sun, snow, rain, cold temperatures, wind, water and potentially uneven terrain that may contain trip hazards.
- Must be able to hear distress noises and hear and see distress signals in a variety of environments, keeping safety in mind at all times.
- Must be able to sit, stand, walk, grab, pull and push objects, squat down, stoop, kneel, crouch and jump.
- Ability to lift and carry up to 50 pounds.
- Hours will vary depending on the program schedule and may include early morning, weekend and evening shifts.

**SIGNATURES**

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

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Employee Name

\_\_\_\_\_  
Manager Name

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Manager Signature