

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

Title: Senior Recreation Instructor
Reports to: Recreation Program Coordinator or Program Manager
Position Status: Part Time-non-exempt
Payroll Status: Hourly

JOB SUMMARY

Provides general administrative and program support in the maintenance and monitoring of the recreation program and staff, or may provide specialized training, in sports, fitness, exercise, or cultural or recreational programs. Instructors will be held to the upmost standard regarding customer service, leadership, and providing a positive experience for all participants and staff.

ESSENTIAL JOB FUNCTIONS

- Plan, implement, and facilitate recreation programs, classes, workshops or trips.
- Portray a positive public image.
- Provide safe, a relevant and challenging instructional activities for participants-
- Provide mentoring and instructional guidance to program staff
- Maintain standards in accordance with industry standards.
- Continually be on the watch for potential hazards in the facility and/or the activity or program area.
- Full working knowledge of policies and procedures, including facility or program Emergency Action Plans
- Attend and participate in all in-services, meetings or staff training as required
- Keep accurate records according to district policy including timesheets.
- Maintain certifications as required by governing agency.
- Responsible for organizing class area and teaching aids, maintaining cleanliness and care of equipment.
- Act as lead instructor in co-teaching activities and provide highly specialized instruction
- Other duties as assigned.

QUALIFICATIONS

- Minimum age – 18
- Maintain basic level of certification per governing agency in area of expertise
- Provide a positive attitude and be a role model for other staff members.
- Have current CPR/AED certification (or be able to obtain within 6 months of hire).

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Flexibility, a positive attitude, enthusiasm, and excellent problem-solving skills
- Ability to work effectively with all ages and levels.
- Ability to work harmoniously in a group and to interact with the public in a positive and courteous manner.
- Ability to make sound judgements under stress and have quality communication skills as well as a positive attitude.
- Demonstrated punctuality and reliability in work habits.

- Willingness to accept guidance and instruction from your supervisor and to communicate effectively with them.
- Update and maintain records as required.
- Maintain communication with participants and staff.
- Ability to work well independently or in a team environment.

WORK ENVIRONMENT AND PHYSICAL EFFORT

Senior. Recreation Instructors may work inside and outside depending on program and in various weather conditions.

Instructors must be able to physically assist participants in skills, drills and activities.

This is a non-smoking workplace. Work is performed in an indoor or outdoor setting. 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.

- Must be able to physically assist, or participate in, activities with participants.
- Ability to perform all skills required for certifications.
- Ability to stand or sit for long periods of time
- While performing duties of this job, the employee may frequently be required to stand; walk; sit, reach with arms and hands depending on the activity. Must be able to talk, taste, smell and see (both near and far). Occasionally they may be required to climb or balance; stoop, kneel or crouch.
- Ability to lift and/or carry 50 pounds.
- Hours will vary depending on the program schedule and may include early morning, evening or weekends.

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.

Employee Name

Manager Name

Employee Signature

Manager Signature