

RECREATION INSTRUCTOR

DEFINITION

Under administrative direction, plans, organizes, coordinates, and directs assigned recreation programs. This position performs administrative duties in support of recreational offerings. It requires knowledge of recreation principles and methods, and organizational and programming skills.

SUPERVISION RECEIVED AND EXERCISED

May supervise the work of part-time recreation assistants, Community Center staff, aides, and volunteers.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, organizes, coordinates, and directs assigned programs, which may include youth and teen programs, adult and senior programs, and special events.
- May train, direct, and supervises the work of part-time recreation assistants and volunteers.
- Recommends fees and prepares budgets; ensures programs stay within approved budgeting guidelines.
- Ensures programs comply with appropriate licensing and/or safety regulations and standards.
- Reserves facilities for recreation programs; coordinates preparation and use of facilities.
- Must be willing to submit to and pass a detailed background investigation.
- Performs other duties as assigned.

EXAMPLES OF DUTIES:

- Promote department activities and events; prepare marketing material; provide information to the public and media.
- Maintain accurate records of program operations, activities, funds, and staff.
- Evaluate assigned programs and staff.
- Assess equipment needs and make purchases.
- Represents the department at meeting events and with community groups; promotes activities and encourages participation.
- Prepares reports, correspondence, and program analysis.

- Oversees supervision and operation of programs, site of programs, public participants, and program related staff.

If assigned as an Instructor:

Key Responsibilities:

- Plan, organize, and lead structured classes or workshops in specialized subject areas such as culinary arts, visual or performing arts, fitness, or other recreational and educational topics.
- Prepare materials, equipment, and curriculum appropriate to the class subject and participant age group.
- Instruct participants at varying skill levels in a clear, engaging, and inclusive manner.
- Maintain a safe, welcoming, and respectful environment while managing group behavior and participation.
- Evaluate participant progress, adapt instruction as needed, and provide constructive feedback.
- Set up and clean up instructional areas before and after classes.
- Maintain accurate attendance records and submit required documentation or reports.
- Collaborate with recreation staff to support marketing, scheduling, and program delivery.
- Performs other duties as assigned

If assigned as a Park Attendant:

Key Responsibilities:

- Provide a positive and helpful presence throughout the park and splash pad areas.
- Monitor and report maintenance or safety issues in the park, splash pad, and restrooms.
- Pick up litter and maintain the general cleanliness of the park grounds.
- Manage check-out and return of recreational equipment (e.g., frisbees, cornhole, giant Jenga).
- Engage with park visitors in a friendly and professional manner; answer questions and offer assistance.
- Track usage and condition of recreational items and report inventory needs.
- Follow safety protocols and respond appropriately to incidents or emergencies.
- Complete daily activity logs and submit reports as required.
- Performs other duties as assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill and/or ability.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- **Education:** Minimum age 16; high school diploma or currently enrolled preferred.
- **Experience:** One (1) year of work or volunteer experience serving in a similar position.

License and Certifications:

- **License:** Valid California Class C driver's license with a satisfactory driving record may be required.

If assigned as an Instructor:

- Must have demonstrable subject-matter expertise and ability to instruct individuals or groups effectively.
- Experience planning lessons, managing group dynamics, and adapting instruction to diverse skill levels is highly desirable.

If assigned as a Park Attendant:

- Must be comfortable leading and interacting with the public in a friendly, engaging, and proactive manner.
- Ability to promote positive park use while providing corrective guidance when necessary to uphold park rules and safety standards.
- Strong communication and interpersonal skills.
- Dependable, punctual, and able to work independently and as part of a team.
- Comfortable working outdoors and on your feet for extended periods.

SPECIAL REQUIREMENTS

Special requirements include being available to work evenings, weekends, and holidays as required.

TOOLS AND EQUIPMENT USED

Requires use of a personal computer and related software programs, calculator, telephone, copy machine, and fax machine. The Parks & Recreation Department will supply all necessary materials and equipment to effectively and successfully conduct all programs and events.

PHYSICAL DEMANDS

Must possess mobility to work in a recreation and office environment. In the recreation environment, the employee is required to participate in recreation activities that include sitting, standing, walking, use of hands, reaching with hands and arms, and climbing or bending. In an office setting, is required to use standard office equipment, including a computer. The employee

is occasionally required to lift up to 50 pounds and may be required to drive a vehicle. Must possess vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone.

Must be able to work in an outdoor setting. Employee may be required to walk, bend, and stand for long periods of time. Employee may be exposed to various weather conditions.

CONDITIONS OF EMPLOYMENT: Applicants must complete a Live Scan check. Minors must provide a Work Permit issued by the appropriate authority.

All of the statements listed in this job description are intended to describe the general nature and level of work being performed by individuals assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of personnel so classified in this position. This job description is subject to change as the needs and requirements of the job change.