

RECREATION INSTRUCTOR II

DEFINITION

This is an intermittent, part time seasonal hourly position that plans and conducts department activities, events, and programs at various sites including, but not limited to, parks, schools, recreation facilities, and administrative offices; and that is responsible for overseeing the program curriculum. FLSA Status: Non-exempt. Bargaining Group: Unrepresented.

DISTINGUISHING CHARACTERISTICS

This is a specialized classification for positions assigned to develop and supervise volunteers, subordinate personnel, and participants. Incumbents in this classification may be required to work nights and weekends depending on the recreational activities supervised.

REPORTS TO

Recreation Supervisor, or as assigned.

CLASSIFICATIONS SUPERVISED

Recreation Instructor I and other assigned staff.

ESSENTIAL FUNCTIONS

To teach classes from a wide variety of different areas including sports, gymnastics, art, dance, cooking, or crafts to children or adults. Assists with organization, coordination, and marketing of department programs, events, and activities; supervises and instructs less experienced recreation personnel; conducts and maintains records and prepares reports as required; maintains order and assists in the promotion of, and adherence to, the department rules, regulations, and policies; and assists in instruction of volunteer and subordinate personnel in in-service training and recreation workshops for leaders.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 50 lbs.; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephone, calculator, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office, recreational facility, or field environment; frequent contact with the public.

MINIMUM QUALIFICATIONS**Knowledge of:**

- First aid methods and procedures.
- Light custodial maintenance techniques.
- Materials, methods, and equipment used in recreation setting.

Ability to:

- Think and react clearly, quickly, and accurately in emergencies.
- Complete incident and accident forms.
- Establish and maintain cooperative relationships with those contacted during the course of work.
- Follow oral and written direction.
- Lift and carry heavy objects; run forward, backward, and laterally.
- Communicate in a clear and concise manner.
- Observe assigned working hours.
- Work any shift including days, evenings, weekends, and holidays as assigned.
- Inspect facility for safety.
- Assist in promotion of activities.
- Implement training exercises.
- Supervise recreational activities and employees.

Training and Experience:

- Minimum of one (1) year of increasingly responsible related experience, including supervisory experience.

SPECIAL REQUIREMENTS

- Possession of valid first aid and CPR certification.
- Must be able to provide a work permit if necessary.
- Must be at least 16 years old at time of employment.
- Upon issuance of a conditional job offer, qualifying candidates ages 18 and above are required to successfully complete and pass a criminal background clearance, medical examination, and drug screen.

Education:

- Equivalent to graduation from high school.
- Para professional or pass a proficiency exam or have at least 48 units of college course work.

License:

- Possession of a valid California driver's license.

Seasonal employees are classified as “at will” and may be terminated at any time, with or without cause, any time prior to the end of the season.

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