

RECREATION INSTRUCTOR I & II

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| Department: <u>Leisure Services</u> | Classification/Grade: <u>Part-time</u> |
| Division: <u>Recreation</u> | FLSA Status: <u>Non-Exempt</u> |
| Reports to: <u>Leisure Services Superintendent</u> | Date Approved: <u>July 2011</u> |

Job descriptions/specifications are only intended to present a descriptive summary of the range of duties, tasks, and responsibilities associated with a specified position. Therefore, descriptions/specifications may not include all duties performed by the individual. In addition, descriptions/specifications are intended to outline the minimum qualifications necessary for entry into the position/class and do not necessarily convey the qualifications of incumbents within the position/class.

DEFINITION

Under the direction of the Leisure Services Superintendent or other supervisor as assigned, assist in the planning, instruction, supervision and leadership of a variety of recreational activities of a general or specialized nature for a children's class or the Sunshine Academy program. Supervise small and large groups of children. Exercise good judgment.

DISTINGUISHING CHARACTERISTICS

Recreation Instructor I--This is the entry level class in the Recreation Instructor series. This class is distinguished from the Recreation Instructor II by the performance of the more routine tasks and duties assigned to positions within the series, wherein employees need only limited or no directly related work experience; or the class may contain positions wherein employees perform routine tasks on a permanent basis, and therefore remain at an entry level.

Recreation Instructor II--This is the full journey level class within the Recreation Instructor series. Employees within this class are distinguished from the Recreation Instructor I by the performance of the full range of duties as assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level, or when filled from the outside, by selecting candidates who have prior experience.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES

(Essential functions that the individual who holds the position must be able to perform unaided or with the assistance of reasonable accommodation.)

1. Serve as a representative of the City of Mesquite, demonstrating a positive attitude and progressive actions through the display of professionalism, courtesy, and appropriate tact and discretion in all interactions with other employees and with the public.
2. Assist in organizing and supervising class curriculum.
3. Lead and conduct diversified recreation activities such as arts and crafts, low organized games, team games, sports, music and dramatics.
4. Prepare, store, maintain, and oversee the use of educational equipment and materials.
5. Assist with preparation, presentation, and cleanup of projects and activities such as art projects, stories, songs, outdoor activities, and bulletin boards.
6. Assist in ensuring that children are involved in activities suited to their immediate emotional, social, intellectual, and physical needs.
7. Assist with the maintenance of a healthy and safe environment.

8. Responsible for the day to day cleanliness of the class room or setting by performing light facility maintenance and custodial duties including, but not limited to, lifting, sweeping, disposing of waste, vacuuming, and washing windows.
9. May supervise recreation leaders, volunteers or other personnel as assigned; may train and/or assist in the training of personnel.
10. Maintain a high level of communication with patrons, staff, director, and other department staff.
11. Be dependable and meet acceptable attendance requirements at all times.
12. Ensure proper safety precautions and follow all applicable safety rules and regulations.

OTHER JOB FUNCTIONS:

- A. Perform other related duties as assigned.

QUALIFICATIONS:

The degree of knowledge and ability as outlined under this section is that which is necessary to satisfactory perform the essential functions of this position.

Knowledge of:

- Techniques, rules and equipment used in a variety of educational and recreation games and activities
- Instructional techniques appropriate for young children
- Education and developmental materials suited for young children.
- First aid and safety practices.

Ability to:

- Communicate clearly, follow oral and written instructions, and learn and apply activity rules and regulations.
- Lead and conduct broad types of educational and recreation activities for children.
- Assume responsibility and guide children for specified periods when the supervisor is absent.
- Demonstrate sensitivity and tact and establish and maintain cooperative relationships with those contacted in the course of work, including children.
- Work in a team-based environment and achieve commons goals
- Work a flexible schedule which may include some evenings, weekends, and holidays.

Experience, Education and Training:

Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills, and abilities to perform the job. A typical way to obtain the required knowledge and abilities would be:

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| <u>Education:</u> | Graduation from high school or possession of G.E.D. |
| <u>Experience:</u> | Six months of experience in an early childhood educational or recreational class or program. |
| <u>License or Certificate:</u> | Must possess at the time of employment and continuously throughout employment; a valid Nevada Class “C” driver’s license; and possess and maintain a current First Aid and CPR certification or obtain within 60 days of hire. |
| <u>Other Requirement:</u> | Will be required to be fingerprinted in accordance to City policy. |

WORKING CONDITIONS:

Work is performed under the following conditions:

Subject to high levels of public contact and frequent interruptions; work closely with others

Physical Requirements:

Work is generally performed in a classroom environment. Duties require sufficient mobility to use standard play equipment; sustained posture in a seated position, standing and/or walking for prolonged periods of time; frequent bending, twisting, reaching, stooping and climbing; vision to read and hearing and speech to communicate in person or over the telephone. Assist participants in and out of wheelchairs. Travel to off-site facilities. Respond physically to emergencies quickly and appropriately; lift, push, pull, move, set up and remove tables, chairs, and supplies weighing up to 50 pounds.

The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

Revised & approved: September 2002
July 2008 (Grade)
July 2011 (Department & updates)