

Youth Program Instructor



To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. -Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

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JOB SUMMARY

Provides leadership and coordination of programs and activities designed for children participating in the City's Parks and Recreation Department programs. Responsible for developing program activities and ensuring adherence to departmental policies and procedures. The position supervises the activities, safety, and security of registered participants. Work is performed under general supervision.

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ESSENTIAL JOB FUNCTIONS (examples, not all-inclusive)

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. -It is not necessarily descriptive of any one position in the class. -The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

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- Responsible for ~~program~~the operation of assigned programs.
- Lead recreational and age-appropriate activities with youth, including assistance with ~~school~~ workschoolwork.
- Manage minor disciplinary issues.
- Assist with the supervision of assigned student volunteers.
- Greets patrons and responds to general inquiries applicable to assigned programs and the Parks and Recreation Department.
- Instructs or assists with implementing activities and supervising ~~of~~ children.
- Administers basic first aid in the event of injury.
- Processes program registrations or applicable paperwork relative to the Department's needs.
- Performs light upkeep of facility from program use.
- Responds to routine questions, complaints, or requests for service.
- Communicates with supervisor relative to program needs.
- Reports safety concerns and hazards to the supervisor.
- Assists with Department Special Events.
- Ensures and enforces facility policies, regulations, and safety rules of the Parks and Recreation Department.
- Work a varied schedule to include, nights, weekends, and holidays.
- Maintains accurate records of program participants.
- Performs other duties as directed.

Tasks involve the ability to exert moderate physical effort requiring considerable mobility in moving from one location to another in the performance of essential tasks.

Involves various other intermittent physical activities that include, but may not necessarily be limited to, climbing, crawling, stooping, kneeling, and bending. Work may involve some lifting, carrying, pushing, or pulling of objects and materials of light to moderate weight (5–30 pounds).

WORKING CONDITIONS

Tasks are regularly performed inside or outside with potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes, poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery or moving vehicles, vibrations, animals/wildlife, poisonous agents, chemicals, oils, and other cutting substances.

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