

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 p~~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~~ ~~works~~schoolwork.
- 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.

QUALIFICATIONS

Education and Experience:

High School Diploma or ~~G.E.D.; equivalent. A minimum of one year ... supplemented preferably by zero-~~
~~two (0-2) or more years' of~~ experience in working with children preferred; an equivalent combination of
education, certification, training, or experience may be considered.

Must be able to obtain First Aid and CPR Certification within six (6) months of employment. Additional
qualifying experience or completion of coursework at an accredited college or university in a job-related
field may substitute on a year-for-year basis for one year of the required experience or education. Valid
state of Florida driver's license or reliable transportation preferred. Possess or be able to obtain a valid
State of Florida driver's license by the date of hire.?

Employees in the Parks and Recreation Department are required to satisfy a Level 2 screening process.

Knowledge, Skills, and Abilities:

- Knowledge of report and ~~recording keeping~~record-keeping principles and methods.
- Skill in providing excellent customer service.
- Ability to manage groups of participants.
- Ability to follow instructions.
- Ability to work indoors and outdoors for extended periods ~~of time~~, especially during Special Events.
- Ability to complete light custodial duties.
- Ability to react efficiently and effectively in emergency situations.
- Ability to follow instructions and learn program operations and incident response protocols.
- Ability to work with limited supervision.
- Ability to work a designated work schedule, including evenings, weekends, and holidays.
- Ability to work independently and cooperatively.

PHYSICAL/MENTAL DEMANDS

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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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