



INSTRUCTOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Recreation Leader, Senior Recreation Supervisor

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Recreation Leader or Senior Recreation Supervisor provides instruction in a variety of programs.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assumes responsibility for the guidance and safety of program participants.
- Complies with Recreation Center policies as they relate to instruction duties.
- Returns all equipment to its proper place at the end of lessons.
- Responsible for the care and maintenance of equipment and assigned space when being used for programs.
- Responsible for the guidance, safety of all students throughout the program.
- Describes accurately and demonstrates new skills as they are taught.
- Maintains accurate records of attendance, certifications, accidents and incidents for each class.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.
- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- Minimum of 16 years of age.
- Possess CPR, AED and First Aid certifications, within 90 days of hire.

PREFERRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Possess CPR, AED and First Aid certifications, within 90 days of hire.
- Ability to effectively teach adults and children.
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 25 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Grips, lifts, carries, loads and unloads from all necessary Township authorized equipment.
- Any other physical requirements as job changes.



PRESCHOOL INSTRUCTOR

INSTRUCTOR

Employment Status: Part-Time
FLSA Status: Non-Exempt
Reports To: Recreation Leader

Approved: September 1, 2010
Revised: February 4, 2016
Reviewed: April 19, 2016

JOB SUMMARY

Under general direction of Recreation Leader, assumes responsibility for the safety, supervision and program development/implementation for each child enrolled in the Preschool programs.

REPRESENTATIVE LIST OF RESPONSIBILITIES

This list of responsibilities is representative and is not all-inclusive. Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these responsibilities.

- Assists in the safety, supervision and program development and implementation for the programs.
- Responsible for the guidance, safety of all patrons throughout the program and never leaving a child unattended.
- Ensures that parents sign children in and out to comply with safety procedures.
- Monitors or assists children with personal hygiene care.
- Assists in implementing class activities under the direction of the lead instructor.
- Assists with monitoring the children while in the pool area from the pool deck.
- Provides a nurturing atmosphere.
- Assists in the cleaning and sanitation of the room and toys.
- Maintains accurate records of attendance, certifications, accidents and incidents for each class.
- Provides excellent customer service.
- Ability to communicate, interact and maintain professional, efficient and effective working relationships.
- Handles confidential information appropriately.
- Understands and follows oral and written instructions.
- Reliability, which includes regular and predictable attendance, punctuality, and timely and efficient completion of assigned duties.
- Promotes, gets along and works in a harmonious relationship with others.



PRESCHOOL INSTRUCTOR

REPRESENTATIVE LIST OF RESPONSIBILITIES *(continued)*

- Attends meetings and trainings.
- Other duties as required.

REQUIRED EDUCATION AND EXPERIENCE

- High School diploma or equivalent.
- One (1) year or more of related work or volunteer experience in a daycare, preschool teacher, or church youth group.
- Minimum of 18 years of age.
- CPR, AED, First Aid certifications (within 90 days of hire).

PREFERRED EDUCATION AND EXPERIENCE

- Two (2) years or more of related work or volunteer experience in a daycare, preschool teacher, or church youth group.
- CPR, AED, First Aid certifications.

PREREQUISITE KNOWLEDGE, SKILLS AND ABILITIES

An individual must possess the following knowledge, skills, and abilities before beginning employment:

- Ability to possess CPR, AED and First Aid certifications (within 90 days of hire).
- Strong customer service and inter-personal skills.
- Excellent oral and written communication skills. Must be able to listen attentively, organize thoughts, speak and write clearly and comprehend written documents.
- Ability to perform basic mathematical computations.
- Reads, writes, and edits reports and correspondence.
- Excellent self-discipline. Ability to work well without immediate supervision.
- Excellent judgment. Ability to make prompt and accurate decisions, as directed.
- Ability to comply with all Township and job specific safety requirements.
- Ability to work other than normal working hours as necessary.

DEMONSTRATED KNOWLEDGE, SKILLS AND ABILITIES

An individual must be able to demonstrate the following knowledge, skills, and abilities after training on the job.

- Maintains CPR, AED and First Aid certifications.
- Exhibit competence with the children, caring and compassion with the children.
- Display patience, understanding and flexibility in meeting the needs of the children.
- Must present a positive and professional image.
- Be knowledgeable of and follow departmental policies and procedures.
- Any other skills, abilities and knowledge required as the job changes.

PHYSICAL REQUIREMENTS

Upon request, a reasonable accommodation will be made to enable a qualified individual with a disability to perform these requirements.

- Uses fingers/hands/arms frequently.
- Lifts, carries and pushes up to 50 pounds.
- Occasional crawling, kneeling, bending and climbing, including stairs and ladders.
- Ability to reach over shoulders.
- Must have good eye sight and depth perception.
- Ability to work at a rapid pace.
- Ability to hear.
- Walking and standing on various surfaces, including rough terrain, as required.
- Frequent sitting, as required.
- Ability to maintain a level of fitness that enables participation with the patrons during various programs.
- Grips, lifts, carries, loads and unloads from all necessary Township authorized equipment.
- Any other physical requirements as job changes.