

CLASS INSTRUCTOR
PART TIME, TEMPORARY

DEFINITION

To perform a variety of duties related to teaching and instructing classes of specific subject matter for the Parks & Recreation and Library Divisions.

EXAMPLES OF ESSENTIAL DUTIES – Duties may include, but are not limited to, the following:

Supervise, coordinate and lead activity classes.

Assist in planning, promoting, conducting and evaluating recreation programs and activities.

Interact and stimulate interest while conducting, demonstrating and supervising program activities.

Inspect assigned recreation facilities and/or equipment and recommend any necessary repair or maintenance work and supply needs.

Complete records and reports as required.

Promote and enforce safety procedures; render first aid and CPR, if certified, as required.

Build and maintain positive working relationships with co-workers, other City employees, and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Methods and principles in instructing groups of children, teens, or adults.

Specialty skill areas, such as games, arts and crafts, drama, or music.

Practices and methods of public relations and customer service; techniques and principles of effective interpersonal communication.

Principles and techniques of first aid and CPR.

Principles and practices of safety management.

Ability to:

On a continuous basis, know and understand operations and observe safety rules; stand, bend, stoop, kneel as necessary to instruct class.

Intermittently interpret policies and procedures, and explain operations and problem solve issues for the public and with staff; lift or carry class handouts, paper, and art supplies of 10 pounds or less.

Lead and motivate large group classes.

Prepare written lesson plans and class outlines.

Operate audio and visual aids for class instruction.

Respond to emergency situations in a calm and effective manner; administer first aid and CPR, if certified.

Understand and carry out written and oral directions.

Communicate tactfully with customers.

Communicate effectively and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Paid or unpaid experience in an appropriate subject area.

Training:

Equivalent to completion of the eleventh (11th) grade or sixteen (16) years of age.

License or Certificate

Possession of, or ability to obtain, CPR and First Aid certificates.

Class Instructor
Part Time, Temporary
- 3 -

07-04-09 Class Instructor