

Job Description: INSTRUCTOR

PAY GROUP: TP 4

EEOC CATEGORY: Service/Maintenance
FLSA: Nonexempt

SUMMARY OF POSITION:

Under the supervision of the Recreation Superintendent and the Lead Instructor, responsible for the day-to-day supervision, and implementation of the designated after school program and curriculum at an assigned campus. Responsible for bringing ideas to implement into the program and leading/explaining the activities.

ORGANIZATIONAL RELATIONSHIPS:

1. Reports to: Lead Instructor and Recreation Superintendent
2. Directs: N / A
3. Other: Works with the Recreation Superintendent, Lead Instructors, school leadership, and families.

EXAMPLES OF WORK:

Essential Duties*

Enforce all policies and procedures.

Supervise and account for the arrival and departure of all participants every day.

Ensure the safety and welfare of the children and staff at all times.

Maintain order and discipline within the program space by using appropriate guidance techniques as stated in the after school behavior management policies.

Responsible for keeping track of and completing payroll expectations daily.

Responsible for setting up activity areas, and the security and neat storage of all equipment and supplies. Participate in all staff development trainings and staff meetings.

Inform the Lead Instructor of any problems/concerns.

Other Important Duties*

Any additional tasks and/or duties as deemed necessary by the Lead Instructor or Recreation Superintendent.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The incumbent must be a minimum of 16 years old, and some experience working with school age children. Additionally, this position requires the following:

- Ability to work effectively with co-workers and the Recreation Superintendent in carrying out program vision
- Ability to supervise and motivate children
- Exhibit maturity and sound judgment at all times particularly when decision making

Physical ability to: lift and maneuver up to 25 lbs. (i.e. copy paper, arts & craft supplies, game implements, etc.); work indoors and outdoors; sit, stand, bend, and walk; actively participate/lead games and physical activities including running, and walking from place to place.

Ability to: work effectively with supervisor(s) and co-workers; give and follow instructions; communicate professionally with members of the public, and understand and follow written and oral instructions.

CERTIFICATES AND LICENSES REQUIRED:

- Must possess or be able to obtain within sixty (60) days of employment the Community First Aid and Safety/Cardiopulmonary Resuscitation (CPR) and Automated External Defibrillator (AED).