



RECREATION INSTRUCTOR III

DISCLAIMER: INTENT AND FUNCTION OF JOB DESCRIPTIONS

Job descriptions are not intended as and do not create employment contracts. The organization maintains its status as an at-will employer. Employees can be terminated for any reason not prohibited by law.

Job descriptions assist organizations in ensuring that the hiring process is fairly administered and that qualified employees are selected. They are also essential to an effective appraisal system and related promotion, transfer, layoff and termination decisions. Well constructed job descriptions are an integral part of any effective compensation system.

All descriptions have been reviewed in an attempt to illustrate essential functions and basic duties, in addition to 'peripheral tasks' or that could generally be considered "other duties as assigned." In no instance, however, should the duties, responsibilities, and requirements be interpreted as all-inclusive. Additional functions and requirements may be assigned by supervisors as deemed appropriate. Requirements, skills and abilities included have been determined to illustrate the minimal standards required to successfully perform the positions.

In accordance with Americans with Disabilities Act, reasonable accommodations may be made to enable individuals with disabilities to perform the functions & duties as described.

ADVERTISEMENT LANGUAGE:

Seasonal Recreation Instructor III - Pleasant View City is looking for a seasonal part-time Recreational Instructor III to work with the City's Recreation Division during game seasons. \$10.00 to \$15.00 per hour to start (hiring rate is typically toward the lower end of the scale). This position works directly under the City's Recreation Coordinator. Working hours vary seasonally, but average 15 hours a week and include late afternoons, evenings and Saturdays.

Applications and job description may be obtained at the Pleasant View City Hall, 520 W. Elberta Dr., Pleasant View, UT 84414 or by calling 801-782-8529. **Completed applications are due Monday, March 2, 2018 by 12:00 p.m.**, and can be submitted in person, mail, or via email to achristensen@pleasantviewcity.com. Position will remain open until filled. The City of Pleasant View is an Equal Opportunity Employer.

DEPARTMENT: Admin (Recreation Division)
CLASSIFICATION: Seasonal/Temporary Part-time
FLSA Designation: Non-exempt
SALARY RANGE: \$10.00-\$15.00 **REV DATE:** 12/28/2017

REPORTING RELATIONSHIPS

Position Reports to: Recreation Coordinator
Positions Supervised: Recreation Instructors I and II

DISTINGUISHING FEATURES OF THE POSITION

Assist Recreation Coordinator in office work; preparing teams, scheduling games, equipment inventory, etc. Schedule and supervise staff. Record game scores, track team line-ups, answer rule questions and referee for youth sport leagues. Communicate activity information to parents, coaches and participants as needed. Help with special events including but not limited to; Founder’s Day, all Youth City Council activities, etc. Assist in any other recreational duties.

Work schedule varies but includes Monday - Friday evenings and nights; Saturday all day

FUNCTIONS & DUTIES

As **Seasonal/Temporary Recreation Instructor III** this position will be responsible for the following:

- Assist Recreation Coordinator with all office work.
- Lead position overseeing Recreation Instructors I and II.
- Responsible for all evening/Saturday programs for youth sports.
- Primarily responsible for the scheduling of staff members for programs.
- Oversee organization of recreation staff and equipment.
- Referee and keep score for youth sports through consistent application of established league rules.
- In charge of game day preparations and clean up.
- Monitor parent, coach, participant and team conduct; assist Recreation Coordinator with rule violations and questions.
- Promote city facilities, programs, healthy lifestyle and good sportsmanship
- Strictly and tactfully enforce rules, regulations, policies, and ordinances governing the conduct of patrons on city property and assist in enforcing city park rules and regulations.
- Respond to accidents or situations on or off the playing area. Provide first aid, CPR, and/or other necessary assistance.
- Participate in the record keeping of accidents and incidents.
- Report unsafe conditions to the appropriate personnel in a timely manner.
- Employ excellent customer service skills, including the establishment and maintenance of effective working relationships with other employees, program participants, and all members of the general public.
- Provide a positive environment for recreation program participants, enhancing the experience for all involved.
- Meet performance standards established with employee’s supervisor.
- Help with special events including but not limited to; Founder’s Day, all Youth City Council activities, etc.

PERFORMANCE MEASURES

- Dependability
- Customer Service
- Quality
- Safety
- Others as determined by Recreation Coordinator and City Administrator

QUALIFICATIONS & COMPETENCIES

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- Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties;
- Must be at least 18 years old
- Prefer CPR/First Aid Certified

REQUIRED KNOWLEDGE:

- Competency with excellent customer service skills, including the establishment and maintenance of effective working relationships with other employees, officials, and all members of the general public.
- Knowledge of rules and conduct of various community sports programs.
- Knowledge of municipal recreation program requirements.

EXPERIENCE REQUIRED:

- Graduation from High School or GED equivalent, minimum two years' (part-time) experience in Recreation field, or any equivalent combination of post high school education and experience.

SKILLS / ABILITIES:

- Skill in communicating effectively, both orally and in writing.
- Good public relations skills.
- Medium to heavy lifting of objects that are generally less than 50 pounds with assistance, occasional climbing and carrying of objects.
- Recurring standing, walking, crawling or climbing.

WORKING CONDITIONS

- Working conditions may vary, depending on season
- Regularly works outdoors or in potentially hazardous conditions with equipment, which, if not used correctly could injure or hurt others.
- Frequently works with external customers and members of the public at-large on a regular basis.
- Work Schedule: Monday - Friday afternoons, evenings; Saturday all day