



DATE	September 2022
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Recreation Instructor
DEPARTMENT/DIVISION: Parks & Recreation
REPORTS TO: Varies

SUMMARY: Under the direction of the Recreation Supervisor, Museum Curator, and leadership of Recreation Coordinator, the Recreation Instructor is responsible for planning, executing, and leading leisure activities to include but not limited to classroom set up and clean up, creating lesson plans, obtaining class supplies, maintaining classroom order and efficiencies, training and assisting substitute instructors, and ensuring an overall clean and safe environment.

ESSENTIAL JOB FUNCTIONS:

- Responsible for creating lesson plans and monitoring approved program preparation time.
- Responsible for planning, executing, and leading assigned leisure activities.
- Assist in creating program budgets and monitoring cost recovery.
- Responsible for maintaining classroom order and efficiency.
- Provides public information about City of Carrollton activities. Register people for classes and events and assists in maintaining registration filing system.
- Upkeep and daily cleaning of equipment. Performs custodial duties, sweeping, mopping, picking-up trash, etc. as needed.
- Assists in resolving participant complaints by recording complaints and referring to appropriate source, settle disputes arising between participants.
- Provide participants with an environment in which they can feel safe, enjoy wholesome recreation activities, and participate in appropriate social opportunities with their peers.
- Assist as needed with entering classes, running reports, and perform other duties as assigned.
- With approval, obtain supplies to effectively and thoroughly run program.
- Attend meetings as assigned by Supervisor or Coordinator.
- Performs other functions as assigned

SUPERVISORY/BUDGET RESPONSIBILITIES:

- Assisting Supervisor with assigned program budget development.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of basic PC skills and Microsoft applications.
- Knowledge and practical skills in assigned leisure activity.
- Knowledge of basic mathematics.
- Knowledge of RecTrac software.
- Knowledge of recreation policies and procedures.
- Skilled in public/employee relations and problem solving, ability to make sound decisions quickly and efficiently.

- Skilled in operating standard office equipment such as computer, cash register, copy machine, fax machine, ID card system, sound system, etc.
- Ability to enforce recreation policies and procedures.
- Ability to explain and promote programs, memberships and special events to the public and maintain cooperative working relationship with other employees and instructors.
- Ability to communicate effectively both verbally and in writing.
- Ability to comprehend and follow written and verbal instructions.
- Ability to lead and orderly maintain a classroom.

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D. or
- Six months experience in assigned area of instruction.
- CPR Certification, AED Training Certification, and First Aid Certification within six months.

PREFERENCES:

- Bi-lingual.

WORKING CONDITIONS:

- Work is typically performed in a classroom environment. Depending on area of assignment, may occasionally work outdoor in outdoor environments, with potential exposure to adverse weather conditions.
- Frequent standing, stooping, and moving around assigned room.
- Must be able to lift at least **50 pounds**. Lifts and moves equipment such as tables, chairs, bleachers, mats, nets, etc.

CONDITIONS OF EMPLOYMENT:

- Must be able to work varied schedules days, evenings and weekends.
- Must pass pre-employment drug screen.
- Must pass Criminal History Check.
- Must possess a valid Texas Class C Driver's License.
- Must pass a Motor Vehicle Record Check.
- Must possess or obtain CPR/FIRST AID card and obtain AED Training within first six months.