



The City Beautiful

City of Coral Gables Job Description

Job Title: Specialized Program Instructor **Prepared Date:** 12/07
Department: Parks and Recreation **Approved By:**
Classification: 8810-Part Time
Pay grade: \$19.10-\$26.52
FLSA: Non-Exempt

Summary:

Program Instructor's will be assigned to one of the following recreational facilities: Biltmore Tennis Center, Venetian Pool, Adult Activity Center or the War Memorial Youth Center.

This seasonal, part-time position is under the supervision of the Recreation Specialist and/or the facility of assignment Supervisor or Assistant Supervisor. The Program Instructor is responsible for the development, implementation and supervision of a leisure and/or recreational program of interest to children, teens, adults and/or seniors.

Essential Duties and Responsibilities:

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plan, organize and implement an instructional, recreational, education and/or leisure program in the topic of interest for the citizen's of Coral Gables.

Develop an effective curriculum for respective subject area for a four to ten week program.

Provide knowledge and expertise to participants. Conduct and actively participate in scheduled recreational program.

Provide course outline, handouts and material list to students. Ensure quality of service throughout program. Arrive well prepared.

Make visual and written counts of attendance of program participants in accordance with department procedures.

Observe, enforce and comply with all policies, rules, regulations, laws and ordinances of the facility, the department and the City of Coral Gables. Ensure that all safety precautions are observed and followed.

Maintain order and discipline of program participants.

Recommend corrective action in accordance with departmental disciplinary policy for those in violation of program and/or facility policies, rules, regulation, laws and ordinances.

Maintain supply and equipment inventory control. Issue, receive and oversee the use and care of recreation and/or facility supplies and equipment.

Assist in the maintenance and cleanliness of the facility and equipment.

Administer basic first aid as required and prepare and complete required paperwork related to first aid.

Attend all staff meetings, trainings and other functions as required by Supervisor.

Performs other duties as assigned.

Knowledge, Skills, and Abilities:

Knowledge of community recreation programming. Knowledge of the techniques, rules and equipment used in a variety of recreational activities and games. Experience in working with clientele of various ages.

Ability to work effectively, compassionately and creatively with program participants. Ability to lead and conduct a wide range of recreational activities. Ability to work within a team environment giving direction when needed and following the direct of others as required. Ability to work nights, weekends and holidays as required.

Ability to understand and follow oral and written instructions. Ability to express ideas and directions clearly and accurately. Ability to keep records and prepare reports. Ability to resolve disciplinary problems. Ability to establish and maintain effective working relationships with the general public, co-workers, partners, participants and supervisors.

Physical Requirements:

Work is performed both indoors and outdoors. Exposure to extreme temperatures, extreme sunlight, noise, heights, dirt, dust and potentially hazardous chemicals. Work may be performed on slippery or uneven surfaces.

While performing the essential functions of this position, the employee must be able to lift, carry and/or push articles weighing up to 50 lbs.

The employee frequently is required to stoop, bend, kneel, crouch, talk, hear, stand, walk, sit and reach with hands and arms. Must have use of hands to finger, handle, or feel objects, tools or controls.

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact. Must be able to read, write and communicate in English. Must have the ability to see, read, talk and hear.

Physical capability to effectively use and operate various items of equipment; such as but not limited to a personal computer, calculator, copy machine and fax machine.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Education and Experience:

Requires a high school diploma or equivalent.

Two years of related college course work in specialized program area.

Minimum of 2 years experience instructing in specialized program area.

CPR/First Aid/AED certification must be obtained within thirty (30) days of hire.

A comparable amount of training or experience may be substituted for the minimum education requirements.

Additional Requirements:

Valid Florida Driver's License

Criminal background check