

## Village of Sussex Position Description

<b>Position Title:</b>	Recreation Instructor II	<b>Department:</b>	Administrative Services- Parks & Recreation Division
<b>Revision Date:</b>		<b>Pay Grade:</b>	Limited <b>FLSA:</b> NE Term
<b>Staff to Committee(s):</b>	None	<b>Reports To:</b>	Recreation Coordinator

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### Job Summary

Responsible for the coordination of the assigned program. Includes management of activities, staff supervision, and interaction with individual program participants and groups.

### Essential Duties and Responsibilities

- Create and develop curriculum, in coordination with the Recreation Coordinator as related to the specific job assignment.
- Lead instruction and/or provide direction for instruction.
- Ensure that all supplies and equipment are ready and available.
- Provide a healthy and safe environment to ensure a quality program experience.
- Communicate promptly, effectively and professionally with participants, coworkers, and supervisors.
- Assist in the preparation, setup and takedown of equipment or supplies, as related to your specific job assignment.
- Represent the Village of Sussex in a professional manner.
- Ensure that facilities and equipment are in good working order.
- Attend staff meetings and trainings, as required.
- All other duties as assigned.

### Knowledge Skills, and Abilities

- Must be available to work day, evening and/or weekend hours.
- Must be able to interact with people of all ages in a harmonious manner.
- Prefer candidates who have a passion for and experience working in recreation programming.
- Ability to maintain confidentiality.

### Minimum Requirements

- High School Degree or GED for adults, work permit for minors.
- Previous experience in programming instruction.
- Current CPR/First Aid certifications, or ability to obtain within three months of employment.

### Physical Demands of the Position

- 65% of the time is spent standing, walking, talking, hearing, carrying and low handling.
- 5% of the time is spent sitting, typing, and talking on the phone.
- 30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.
- Must be able to lift 40 pounds to chest height.

**Environmental Conditions**

- 70% of the time is spent outside
- 30% of the time is spend inside