Village of Sussex Position Description

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

Job Summary
Responsible for the instruction and supervision of Recreation Programming.

Essential Duties and Responsibilities
- Assist in the implementation of program specific curriculum.
- Provide a healthy and safe environment to ensure a quality program experience.
- Communicate promptly, effectively and professionally with participants, coworkers, and supervisors.
- Provide instruction to participants as related to the specific job assignment.
- Assist in the preparation, setup, and takedown of equipment or supplies, as related to the specific job assignment.
- Represent the Village of Sussex in a professional manner.
- Maintain equipment and facilities 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 are 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.
- 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