

Village of Sussex Position Description

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

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/develop curriculum, 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.
- Have a clear, educated understanding of the instruction you are providing.
- Obtained certifications must be kept up to date, at all times.
- Provide a healthy and safe environment, both physically and mentally, to ensure a quality 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.
- 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.
- Prefer candidates who have a passion for and experience working in their scope.

Minimum Requirements

- Must be 18 years old, preferably 21 years old.
- Current CPR/First Aid certifications required.
- Certification or ability to obtain from an accredited organization for the program assignment.

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