



CLASSIFICATION DESCRIPTION

TITLE: INSTRUCTOR

JOB CODE: 16

GENERAL DESCRIPTION OF DUTIES

Under direction, the purpose of the position is to organize, supervise and lead leisure learning programs and activities. Employees in this classification perform at entry staff level. Work includes developing and delivering age appropriate curricula and ensuring the overall safe and efficient delivery of assigned programs provided by the City. Employee works with independence and initiative within established parameters, policies and procedures. Performs other duties as dictated by the nature of the program.

SPECIFIC DUTIES AND RESPONSIBILITIES

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Develops and delivers age appropriate leisure learning programming for assigned program.
- Provides a list of required materials, supplies and equipment essential to the effective delivery of the program; maintains adherence to established purchasing policies.
- Monitors participants' and staff actions and activities to ensure adherence to standard and established safety policies, procedures, guidelines and operating requirements.
- Responds to inquiries regarding program specifics from various entities, e.g., parents, program participants, children, program staff and the general public.
- Supervise, schedule and evaluate qualified staff assisting with the successful implementation of assigned leisure learning program.
- Ensures environmental conditions of room, equipment and facilities meet prescribed standards for a safe, healthy, clean and positive operating environment; takes corrective actions where indicated.
- Communicates with participants, parents, staff and general public program information and updates; drafts various reports and correspondence.
- Operates various program related equipment and machinery.
- Performs related duties as directed.

MINIMUM TRAINING AND EXPERIENCE

Minimum certification in area of expertise; supplemented by a minimum of two years previous instructional experience within a similar recreational or educational environment; or an equivalent combination of education, training, and experience. Additional training and/or certification may be required depending upon the type of program or class and essential skills required.

LICENSES, CERTIFICATIONS OR REGISTRATIONS

Must possess or acquire prior to program and/or activity begin date certification in CPR/First Aid and AED.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to plan, coordinate and deliver instructional training in recreation programs.
- Knowledge of current principles and practices of child safety and instruction work.
- Ability to understand and follow written and oral instructions.
- Ability to clearly communicate information both verbally and in writing.
- Skill in the principles and techniques of customer relations skills; ability to deal diplomatically with individuals; ability to react quickly and calmly in emergency situations.
- Ability to analytically observe, and objectively and clearly report routine and non-routine, emergency and non-emergency activities.
- Ability to operate basic office equipment.
- Ability to access, operate and maintain various software applications.
- Ability to operate various program equipment and machinery, e.g., karaoke machine, DVD player, screen projector, audio equipment and microphones.
- Ability to establish and maintain effective working relationships with departmental staff, supervisors and the general public.

PHYSICAL REQUIREMENTS

- While performing the essential functions of this job the employee is regularly required to stand, walk, use hands to finger, handle, or feel, reach with hands and arms, climb or balance, stoop, kneel, crouch, or crawl, and lift and/or move up to 25 pounds.
- While performing the essential functions of this position there is potential for exposure to fumes or airborne particles, toxic or caustic substances, outside weather conditions, excessive noise, and dampness/humidity.

The City of Palm Coast, Florida is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City of Palm Coast, Florida will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.