



City of Phoenix RECREATION INSTRUCTOR

JOB CODE 43010

Effective Date: 07/03

DISTINGUISHING FEATURES OF THE CLASS:

The fundamental reason this part-time classification exists is to perform class instruction. The Recreation Instructor works under the direction of a Recreation Leader or under the supervision of a Recreation Coordinator.

ESSENTIAL FUNCTIONS:

- Plans, schedules, and conducts recreation classes in such activities as arts and crafts, dance, drama, music, sports, games, etc.;
- Plans classes and secures materials and equipment used for them;
- Observes necessary precautions to insure safety of participants;
- Plans, schedules, and oversees district initiated and City-wide sports leagues;
- Leads and directs special events;
- Writes accident and incident reports;
- Maintains regular and reliable attendance.
- Demonstrates superior seamless customer service, integrity, and commitment to innovation, efficiency, and fiscally responsible activity.

Required Knowledge, Skills and Abilities:

Knowledge of:

- Methods and principles in instructing groups of children, teens, and adults.
- Specialty skill areas, such as games, arts and crafts, dance, drama, music or sports.

Ability to:

- Communicate orally in the English language in a one-on-one or group setting.
- Evaluate recreation or league activities;
- Handle minor disciplinary problems.
- Stimulate and maintain interest in recreation activities.
- Work with City staff and groups of all ages and various ethnic backgrounds.
- Work safely without presenting a direct threat to self or others.
- Produce written documents in the English language.
- Monitor and lead a variety of recreational activities.



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Additional Requirements:

- Some positions require the use of personal or City vehicles on City business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for City business will be prohibited if the employee is not authorized to drive a City vehicle or if the employee does not have personal insurance coverage.
- Some positions will require the performance of other essential and marginal functions depending upon work location, assignment, or shift.

ACCEPTABLE EXPERIENCE AND TRAINING:

Experience in a skill area in which instruction is to be given. Other combinations of education and experience which meet the minimum requirements may be substituted.