

City of Fort Worth, Texas Job Description

Classification Title	Recreation Instructor		
Job Code:	PT5380	Job Family:	Part-time
Pay Grade:	n/a	Date Created:	2/3/2017
FLSA Status:	Non-Exempt	Date Revised:	

GENERAL SUMMARY

Provides group fitness instruction and/or educational/recreational class instruction, monitors program, educates guests on program materials and safety, and maintains a safe and enjoyable atmosphere for guests.

ESSENTIAL DUTIES & RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

1. Leads, teaches, oversees and participates in the administering and auditing of assigned programs; assists in the development of City goals for programs and policies.
2. Monitors, collects, tracks and verifies accurate records for reporting purposes.
3. Assists with promoting the organization and implementing programs and activities, working as a liaison between program participants and facility staff.
4. Assists with trainings, demonstrations, certifications, and other community events as assigned.
5. Provides guidance and assistance on the proper use of equipment, including recognition of improper use and abuse of machinery.
6. Performs assigned maintenance duties to keep equipment and facilities for program clean and working; ensures supplies are adequately stocked and keeps all areas of the program site clean and free from debris.
7. Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned programs, methods, and procedures and works with personnel on the continuous improvement of programs and services.
8. Responds to and resolves public inquiries and complaints; confers with customers regarding problems and provides assistance as necessary.
9. Stays current on industry standards and their influence upon desired outcomes.
10. Performs other related duties as required.
11. Adheres to assigned work schedule as outlined in the Department and City attendance policies and procedures; ensures all behaviors comply with the City's Personnel Rules and Regulations.

When assigned to Fitness Instructor:

1. Teaches scheduled classes - beginning and ending on time; provides adequate warm-up, exercises, stretching, and cool down.
2. Instructs guests on effective workout methods, explains proper techniques, demonstrates exercises, identifies different muscle groups, and teaches appropriate methods to strengthen specific muscles.
3. Prepares appropriate equipment, music, and handouts for each class.
4. Assists guests, answers questions and maintains a positive exercise experience for class participants and guests.
5. Keeps management informed of customer and facility needs/issues.
6. Ensures safety standards are met and department and facility policies are adhered to.
7. Plans course content and method of presentation, prepares outline of materials to be covered and submits it for approval for facility supervisor/coordinator.
8. Evaluates success of courses, based on number of registered participants and engagement of participants; maintains records of attendance.

When assigned to Youth or Adult Program Instructor and/or Teacher:

1. Teaches scheduled classes - beginning and ending on time; presents lectures, conducts workshops, and participates in other activities to further educational, recreational, cultural programs for appropriate age group: preschool, elementary, teens, adults, and seniors.
2. Plans course content and method of presentation, prepares outline of materials to be covered and submits it for approval for facility supervisor/coordinator.
3. Selects and assembles materials to be used in teaching assignments and arranges use of audiovisual equipment or other teaching aids.
4. Conducts classes for children and adults, in various subjects such as art, science, knitting, sewing, woodworking and cooking; utilizing displays to augment standard teaching methods; and adapting course content and complexity to ages and interest of participants.
5. Conducts workshops or field trips for participants and plans and directs activities associated with projects.
6. Assists guests, answers questions and maintains a positive exercise experience for class participants and guests.
7. Keeps management informed of customer and facility needs/issues.
8. Ensures safety standards are met and department and facility policies are adhered to.
9. Evaluates success of courses, based on number of registered participants and engagement of participants; maintains records of attendance.
10. Provides tutoring and academic assistance to program participant when assigned to the After School Program.

KNOWLEDGE, SKILLS & ABILITIES

- **Knowledge of:**
 - Principles and practices of supervision, training and evaluation.
 - Implementation of programs.
 - Principles and practices of recordkeeping.
 - City goals, objectives and mission.
- **Skill in:**
 - Customer service.
 - Public speaking.
 - Delivering presentations.
 - Computers and applicable software.
 - Organization and time management.
 - Interpersonal relations.
- **Ability to:**
 - Communicate clearly and effectively, both orally and in writing.
 - Maintain appropriate certifications as necessary.
 - Coordinate special events and activities.
 - Interpret and explain policies and procedures.
 - Interpret laws and compliance regulations.
 - Identify problems and make recommendations for improvements.
 - Establish and maintain effective working relationships.

MINIMUM JOB REQUIREMENTS

High School Diploma or GED and six (6) months teaching experience in specialty area (recreational, educational, cultural and/or fitness programs) is required. Certification in specialty area is required, and/or must be completed within first six (6) months of employment.

OTHER REQUIREMENTS

None.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Depending on assignment, positions in this class typically require touching, talking, hearing, seeing, grasping, standing, walking and repetitive motions.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Heavy Work – Depending on assignment, positions in this class typically exerting up to 100 pounds of force occasionally, up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly having to move objects.