



CLASSIFICATION NO. 168
Established: 4/25
FLSA: Non-exempt
EEO: 8

INSTRUCTOR-GROUP RECREATIONAL/ENRICHMENT (Temporary)

CLASS CHARACTERISTICS

Under direction, to instruct group recreational/enrichment classes; to develop curriculum and instruct participants in effective techniques; to enforce North Clackamas Parks and Recreation District (NCPRD) and site-specific safety rules and regulations; and to do other work as required.

DISTINGUISHING CHARACTERISTICS

The North Clackamas Parks and Recreation District provides aquatic, park, recreation, education and social services to adults, youth, seniors, people with disabilities, and other County residents within the park district boundaries.

Incumbents within the Instructor-Group Recreational/Enrichment classification are temporary employees who are responsible for the safe and effective instruction of participants in personal enrichment classes, including course design and instruction. Incumbents teach one or more types of group enrichment classes depending on their training and certifications. Examples of enrichment classes include: cooking, musical instruments, arts and crafts, languages, dance lessons, etc. Instruction will occur indoors or outside as per the course design.

Instructor-Group Recreational/Enrichment differs from Instructor-Fitness which teaches group fitness classes such as aerobics, Yoga, Tai Chi, Pilates, dance fitness, etc. Instructor-Group Recreational/Enrichment also differs from Aquatic Exercise Instructor classification which is specialized to aquatic exercise instruction, and from Lifeguard/Instructor and Instructor-Swim classifications which teach age group learn to swim lessons.

TYPICAL TASKS

Duties may include but are not limited to the following:

1. Designs curriculum based on current industry standards.
2. Prepares and presents safe and effective group recreational/enrichment courses; demonstrates use of course relevant tools and equipment.
3. Observes participants and provides guidance, encouragement, suggestions for techniques, and alternatives for skill improvement; effectively manages group dynamics.

4. Prepares course activity area, tools and equipment; maintains tools and equipment in good working order for use by participants; after course cleans up activity area and stores tools and equipment in an orderly fashion; properly secures activity area at end of work shift.
5. Ensures all participants are registered; responds to questions regarding registration; maintains accurate attendance records; distributes course/program evaluation forms to participants; reviews feedback for customer satisfaction and quality standards, and incorporates enhancements.
6. Ensures a safe and effective learning environment for participants; provides orientation, assistance and encouragement to participants with a positive, customer oriented attitude; provides basic information on District-wide programs; explains and enforces safety rules and regulations; reacts quickly and appropriately to emergency situations; provides first aid as needed; reports incidents/accidents to higher level staff; communicates with appropriate staff regarding facility, equipment and supply needs.
7. Maintains awareness of and shares new instruction methods and techniques; seeks additional training opportunities in local communities as well as national trends.
8. Collaborates with higher level staff regarding the development, planning and scheduling of classes.
9. Attends staff orientations, trainings and meetings as required.
10. Some instructors in this classification may be hired to teach individual one-on-one recreational/enrichment classes such as personal instructor for music instrument lessons (guitar, piano, etc.), sewing, dog obedience, etc.

REQUIRED KNOWLEDGE AND SKILLS

Thorough Knowledge of: Theory, principles and practices of the distinct recreational/enrichment subject and activity for which providing instruction; curriculum and effective teaching methods for learning applicable to the distinct subject/recreational and enrichment activity.

Working Knowledge of: Effective curriculum development; basic principles and practices of planning and implementing a specialized recreational/enrichment course and rules related to area of instruction; effective communication skills; basic principles of customer service, and group organization, dynamics and interaction; safety practices and precautions as relevant to course; principles of safety, emergency procedures and accident site management; CPR and first aid.

Skill to: Instruct classes and demonstrate desired skills; provide assistance to participants of various ages and ability levels, including suggesting skill modifications to participants with injuries or limitations; design effective and engaging class curriculums; identify and prevent hazards and maintain safe environments; apply basic first aid techniques; establish and maintain effective working relationships with County employees, program participants and the public.

WORKING CONDITIONS

Duties require differing physical demands associated with the course content and environment/location of the class being instructed.

Typical physical demands for group recreational/enrichment classes require frequent standing, walking, sitting, stooping, bending, squatting, lifting, climbing, twisting, reaching, balancing, grasping, and fine motor control.

MINIMUM QUALIFICATIONS

Minimum qualifications are used as a guide for establishing the minimum experience, education, licensure, and/or certifications required for employment in the classification. The following minimum qualifications are established for this classification. Additional minimum qualifications and special conditions may apply to a specific position within this classification and will be stated on the job announcement.

Experience: None required.

Licenses/Certifications:

The following licensure/certifications are required at the time of hire.

- Current American Red Cross certification in CPR/ AED/ and First Aid
- Note: Association Instructor Certifications applicable to courses are preferred but not required, unless Certification is required to instruct course.

PRE-EMPLOYMENT REQUIREMENTS

- Must be 16 years of age or older at time of hire.
- Must successfully pass a criminal history check which may include national or state fingerprint records check.
- Physical ability to instruct assigned classes.

POST-EMPLOYMENT REQUIREMENTS

Must complete blood-borne pathogen training within six months of hire.