

City of Bellingham
Classification Specification

CLASS TITLE	Recreation Instructor
DEPARTMENT	Parks And Recreation
UNION:	114
SG:	3
CS:	Y
FLSA:	Y
EE04CODE:	PP

NATURE OF WORK:

Performs a variety of duties in general recreation or aquatic programs including class instruction, lifeguarding, special events, supervision and maintenance of the facility and administrative support. Assists in program development, training and leading regular non benefited staff.

DISTINGUISHING CHARACTERISTICS:

While some of the duties of this position are performed by regular non benefited employees, this position is distinguished from regular non benefited positions by its permanent status and involvement in development of programs.

SUPERVISORY RELATIONSHIPS:

Reports to the Aquatics Program Manager Receives daily direction from the Recreation Coordinator - Aquatics. Works independently under guidance of city policy and procedures as well as specific policies and procedures of assigned area. May provide training and leadership to regular non benefited employees.

ESSENTIAL FUNCTIONS:

1. Participates in planning, promoting, implementing and teaching programs and activities in general recreation or aquatics for people of all ages and abilities.
2. Ensures a safe environment for all participants and staff by enforcing Parks and Recreation policies, procedures and specific regulations of assigned area.
3. Procures supplies for assigned classes.
4. Maintains statistics of assigned programs, performs data entry and produces associated reports.
5. Staffs assigned facilities during public and rental periods.
6. Maintains facilities in accordance with departmental standards and procedures.

7. Assists in training, scheduling, leading and evaluating extra labor employees involved in assigned area.
8. Specific to Aquatics program, performs duties in special assignments as directed by supervising staff: Custodial/Maintenance: Cleans pool deck, beaches, wading pools, locker rooms and staff areas. Assures all areas have needed supplies. Maintains pool chemistry by performing chemical tests on a regular basis. Assists in sanitizing pool. Aquatic Center pool/beaches/wading pools: Provides lifeguarding and all associated duties when serving as staff in responsible charge of water programs.

ADDITIONAL WORK PERFORMED:

1. Performs other related duties as assigned.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- Knowledge of the philosophy and objectives of community recreation; knowledge of general recreation leadership methods.
- Knowledge of techniques and/or tools used in general or specialized recreation program area.
- Knowledge of first aid methods and necessary safety precautions necessary for recreation work

Skill in:

- Strong interpersonal skills to work with and motivate program participants and staff.
- Good oral and written communication skills.

Ability to:

- Ability to provide quality instruction and leadership to participants of all ages and abilities involved in City of Bellingham recreation programs.
- Ability to work effectively as a team member or independently, depending upon assignment.
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- Ability to follow oral and written instructions.
- Ability and willingness to participate in the design and development of recreation activities and programs.
- Ability to provide training and leadership to others.
- Ability to deal effectively with groups and to maintain discipline and/or control; ability to meet and deal tactfully with the public.
- Ability to maintain accurate records and to prepare reports.
- Ability to maintain composure and provide assistance in emergency situations.
- Ability to and willingness to work flexible hours including evenings and weekends.
- Demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Ability to maintain consistent and punctual attendance.
- Physical ability to perform essential functions, including:

General Recreation Program

- Ability to carry, lift and set up tables and chairs up to 25lbs
- Ability to sit or stand for extended periods of time, ability to kneel, crouch, or bend at the waist to lift materials up to 25lbs
- Ability to hear and speak sufficiently to receive and give instructions in classroom or recreational environment.
- Visual ability to demonstrate technique and offer assessment of recreational activity.
- Ability to perform physical requirements necessary for the type of instruction being provided
- Ability to work outside in inclement weather conditions.

Aquatics Program

- Ability to tread water while supporting a distressed swimmer at the surface.
- Ability to swim the length of the pool for demonstration or rescue.
- Ability to swim 25 yards and recover distressed swimmer.
- Ability to recover a distressed swimmer from bottom of pool.
- Ability to hear and speak sufficiently to receive and give instructions in a noisy environment.
- Dexterity of hands and fingers to operate pool maintenance equipment and aid distressed swimmers.
- Visual ability to read and analyze chemical tests and monitor pool for unsafe or emergency situations.
- Ability to sit or stand for extended periods of time, ability to kneel, crouch, or bend at the waist to conduct tests, lift patrons, or materials of 50 lbs.
- Ability to work outside in inclement weather conditions.

WORKING ENVIRONMENT:

Work is performed year round in a wide variety of indoor and outdoor public facilities and environments, including, but not limited to classrooms, gyms, parks, trails, swimming areas and public attractions. Some assignments may require use of City or private vehicle.

EXPERIENCE AND TRAINING REQUIREMENTS:

General Recreation Program

- Minimum of six months experience preparing, teaching and leading recreation activities required.
- Demonstrated leadership skills required.
- AA degree in Parks and Recreation or related field preferred.
- Experience working with people of all ages and abilities preferred.

Aquatics Program

- Minimum of 1500 hours lifeguarding experience required.
- Minimum of 1500 hours experience teaching Learn to Swim, water aerobics or other water related classes required.

- Demonstrated leadership skills required.
- Experience working with people of all ages and abilities preferred.

NECESSARY SPECIAL REQUIREMENTS:

General Recreation Program

- Must possess First Aid and CPR/AED certification at time of hire and maintain currency throughout employment.
- Must pass police and Washington State Adult/Child Abuse records check prior to hire.
- Valid Washington State Driver's License and good driving record as verified by a -three-year driving abstract at time of hire.

Aquatics Program

- Must possess the following certifications at time of hire and maintain currency throughout employment: American Red Cross Water Safety Instructor, Lifeguard Training Instructor, Lifeguard Training, First Aid and CPR/AED for the Professional Rescuer, Administering Emergency Oxygen, Preventing Disease Transmission.
- Must pass aquatics skills test prior to hire and maintain skills throughout employment.
- Must pass police and Washington State Adult/Child Abuse records check prior to hire.
- Valid Washington state Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Knowledge of basic pool chemistry.
- Must pass pre-employment drug screening.

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COMMISSION ADOPTION: _____ August 10, 2011