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| **TOWN OF MILFORD - JOB DESCRIPTION** | | | | | | | | | | | |
| JOB TITLE: | | Recreation Program Instructor – Limited Part-time | | | | | | GRADE LEVEL: | | | 2 |
| CLASSIFICATION: | | Non-Exempt (Limited Part-time) | | | | | | DEPT: | | | REC |
| CREATED: | | 01/02/2020 | | | | | | REV DATES: | | |  |
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| Job Description: | Under the general supervision of the Recreation Director or Program Coordinator, provides support for recreation program. | | | | | | | | | | |
| Accountability: | Reports to the Recreation Director or Program Coordinator. | | | | | | | | | | |
| Equipment Used: | Various sports and recreational equipment used in activities | | | | | | | | | | |
| Environment\*: | Inside: 70 % Outside: 30 % \*Varies with specific programs. | | | | | | | | | | |
| **Duties and Responsibilities:** | | | | | | | | | | | |
| Note: Except as specifically noted, the following functions are considered essential to this position. The listed duties, however, are not meant to be a complete listing of the duties which may be undertaken by this position.   1. Must be able to demonstrate proficiency in the subject matter in which the candidate will be teaching. 2. Requires the ability to establish and maintain effective relationships with the public, management and co-workers, communicating effectively with various age groups. 3. Lead participants in specific recreational activity. 4. Explain principles, techniques and safety procedures to participants in recreational activities and demonstrate use of materials and equipment. 5. Ensure the safety of the participants at all times. 6. Serve as point of contact for the public. 7. Enforce recreation rules and regulations. 8. Routinely adheres to and maintains a positive attitude towards Town and Department goals. 9. Performs other related duties as required. | | | | | | | | | | | |
| **Physical Activity Requirements:**  **Frequently, Occasionally, Seldom, Rarely or Not Required** | | | | | | | | | | | |
| PRIMARY PHYSICAL REQUIREMENTS | | | | |  | OTHER PHYSICAL CONSIDERATIONS | | | | | |
| LIFT up to 10 lbs.: | | | | Frequently |  | Twisting | | | Frequently | | |
| LIFT 11 to 25 lbs.: | | | | Occasionally |  | Bending: | | | Frequently | | |
| LIFT 26 to 50 lbs.: | | | | Occasionally |  | Crawling: | | | Rarely | | |
| LIFT over 50 lbs.: | | | | Rarely |  | Squatting: | | | Frequently | | |
| CARRY up to 10 lbs.: | | | | Frequently |  | Kneeling: | | | Frequently | | |
| CARRY 11 to 25 lbs.: | | | | Occasionally |  | Crouching: | | | Frequently | | |
| CARRY 26 to 50 lbs.: | | | | Rarely |  | Climbing: | | | Frequently | | |
| CARRY over 50 lbs.: | | | | Rarely |  | Balancing: | | | Frequently | | |
| REACH above shoulder height: | | | | Frequently |  | **WORK SURFACE(S)**  Indoor flooring and outdoor ground and grass, dirt, asphalt, uneven terrain | | | | | |
| REACH at shoulder height: | | | | Frequently |  |
| REACH below shoulder height: | | | | Frequently |  |
| PUSH/PULL: | | | | Frequently |  |
| **HAND MANIPULATION** | | | | |  | **DURING AN 8-HOUR DAY, EMPLOYEE IS REQUIRED TO:** | | | | | |
| Grasping: | | Frequently | | |  |  | Consecutive Hours  1 2 3 4 5 6 7 8 | | | Total Hours  1 2 3 4 5 6 7 8 | |
| Handling: | | Frequently | | |  | Sit | 1-2 | | | 5-6 | |
| Torqueing: | | Occasionally | | |  | Stand | 1-2 | | | 2-3 | |
| Fingering: | | Frequently | | |  | Walk | 1 | | | 2-3 | |
| Controls and Equipment: | | Frequently | | |  |  |  | | |  | |
| Controls & Equipment: computer, calculator, phone, other equipment as needed for instruction purposes. | | | | | | | | | | | |
| **Cognitive and Sensory Requirements:** | | | | | | | | | | | |
| Talking: | | | Necessary for communicating with others and instructing patrons, Must be able to read, write and speak fluent English. | | | | | | | | |
| Hearing: | | | Necessary for receiving and/or giving information and instructions to patrons | | | | | | | | |
| Sight: | | | Necessary to perform job effectively to observe patrons. | | | | | | | | |
| Tasting & Smelling: | | | N/A | | | | | | | | |
| **Specific Vocational Preparation Requirement(s):** | | | | | | | | | | | |

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|  | Short demonstration only |  | Any “beyond short” demonstration up to and including 30 days. |  | 30-90 days |
|  | 91-180 days |  | 181 days to 1 year | X | 1 to 2 years |
|  | 2 to 4 years |  | 4 to 10 years |  | Over 10 years |

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| Required: | * This position requires the projection of a positive attitude and image about the Town of Milford, a pleasant demeanor, and a commitment to service to the public and staff. * Successful completion of a criminal records check. | |
| Experience | * Ability to establish and maintain effective relationships with the public, management, and co-workers. * Ability to communicate effectively with various age groups and the public. * Possess alertness and apply commonsense in dealings with situations as encountered. | |
| Supervisory experience: | n/a | |
| Licensure/Certification Requirements: | First Aid, CPR & AED, preferred | |
| Other Training, and/or related Skills | Demonstrated ability relative to the subject matter being taught. | |
| Summary of Occupational Exposures: | | |
| Summary of Occupational Exposures: | * Sun radiation! Wear sun block. * Chemicals used for the pool. * Ground fertilizers. * Hot/Cold weather. * Cleaning fluids. * Blood borne pathogens. | |
| **Other Considerations and Requirements:** | | |
| Other Considerations and Requirements:   * The physical demands of the duties described are representative of those that must be met by an employee to successfully perform the essential functions of this position. * Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position. | | |
| I acknowledge receipt of this job description and understand the functions of the position as specified above. I understand the duties and responsibilities of the job description are not all inclusive, but representative of the position. | | |
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| Signature | | Date |

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| This job description was reviewed and approved by Dept Manager and HR on | 1/13/2020 |