

**The City of Altoona  
Position Description**

<b>Position Title:</b>	Seasonal Program Instructor	<b>Department:</b>	Parks & Recreation
		<b>FLSA:</b>	Non-Exempt
<b>Last Update:</b>	March 2022	<b>Reports To:</b>	Recreation Manager and/or Recreation Supervisor

**Position Summary**

Under the guidance of the Recreation Manager or Recreation Supervisor, the Program Instructor will assist in the implementation of safe and enjoyable youth recreation programs. This position also has the option of working the front desk in the Parks & Recreation Office on nights and weekends. Programs offered include: t-ball, soccer, tennis, sports jamboree, flag football, fairy/superhero camps.

**Work Tasks**

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Instruct participants in skills, drills, mechanics, and terms of the game or activity
- Maintains attendance records of all practices and classes
- Maintains good order in and around their class, team or activity group
- Be enthusiastic, punctual and reliable for all class/programs (arrive 15 minutes prior to the start time)
- Responsible for set up and take down of equipment before and after each practice
- Office work as instructed such as pavilion and game rentals
- Insuring park cleanliness
- Attends all required staff meetings and trainings
- Be able to follow all policies and procedures of the department as outlined in the Employee Handbook

**Working Conditions**

- Work is completed mostly outdoors.
- Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, wind, noise, fumes and dust.
- Employees may be required to wear masks and abide by other recommended or required protocols to aid in reducing the spread of disease.

**Education**

- High school student; or,
- College student.

**Experience**

Some previous experience as an employee with a demonstrated history of being reliable and dependable.

**Licenses and Certificates**

- If under 16 years of age a work permit is required; and
- CPR/First Aid certification, preferred.

**PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.**

***The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.***

I have read and understand this Job Description

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Signature

Date