

Warrenville Park District

Job Description

Job Title: Athletic Program Instructor

Salary Range: \$15.00 - \$24.00 hr. DOE

Department: Recreation

Employee Classification: Short-term

Immediate Supervisor: Athletic and Facility Supervisor

FLSA Status: Non-Exempt

JOB STATEMENT

Responsible for program specific supervision at activities such as youth sports programs, adult sports programs, and adult general recreation programs. This is a short-term position reporting to the Athletic and Facility Supervisor.

QUALIFICATIONS:

1. 18 years of age; high school diploma.
2. The ability to communicate both written and orally with supervisors and the general public.
3. Strong organizational and record keeping skills.
4. The ability to work independently, efficiently and attend to details.
5. Knowledge of sports activities under his/her supervision.
6. Must be First Aid/CPR certification within six months of hire.
7. DCFS Certification of Mandated Reporter of Child Abuse and Neglect within four weeks and maintain certification while employed with the District.

DUTIES AND RESPONSIBILITIES

Essential Functions:

1. Directly supervises all recreation activities within assigned program areas.
2. Prepares program sites for activities (gym, softball field, etc.).
3. Planning, organizing, and implementing of daily activities.
4. Provide superior level of customer service to Park District patrons.
5. Relay information from park district staff to program participants and vice versa.
6. Report on any possible maintenance problems at program site in writing and orally.
7. Regular attendance and punctuality.
8. Supervision of participants.
9. Report any behavioral or disciplinary problems taking place at program site in writing and orally.
10. Be "mandated reporter" for the Abused and Neglected Child Reporting Act.
11. Attend staff meetings as needed.
12. Assist umpires, referees, or other game officials with game activities.
13. Clean up program site after daily activity.
14. Be prepared to offer CPR/First Aid as needed.
15. Interact with children in various athletic programs.
16. Must follow administer, and implement Warrenville Park District policies and guidelines.
17. Must wear Park District apparel in order to be clearly identified as a Park District Employee.

Knowledge, Skills and Abilities

1. Knowledge of athletic programming activities and the ability to implement necessary program rules and regulations.
2. Knowledge of public relation techniques and the ability to use them in promotion of recreation programs and services.
3. The ability to be well organized and establish priorities.
4. Ability to resolve problems, handle conflict and make effective decisions under stressful conditions.

Knowledge, Skills and Abilities - Continued

- 5. Ability to function independently, possessing a high degree of self-motivation and self direction.
- 6. Skill in oral and written communication and the ability to use these in establishing working relationships with district employees, community officials and the public.
- 7. Ability to make correct and safe judgments under “normal” and highly stressful circumstances and situations.
- 8. Must exhibit good problem solving and good judgment in keeping with the mission of the park district.
- 9. Knowledge of the park district and department policies and procedures.

Safety Responsibilities:

- 1. Actively support the safety program so that it will effectively control and reduce accidents.
- 2. Work in harmony with the district staff to implement safety program rules and procedures.
- 3. Maintain a working knowledge of all general and departmental specific safety rules.
- 4. Obey and enforce the practical safety rules, regulations, and procedures established by the Park District that is pertinent to the activity.
- 5. Ensure that all management policies are fully implemented for maximum efficiency for each job.
- 6. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
- 7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
- 8. Assist with emergency procedures and building/site evacuation.

Physical Requirements

- 1. Requires sitting, standing, bending, reaching, and a normal range of hearing and vision.
- 2. Occasionally lifts and carries items weighing up to 25 pounds.
- 3. Requires hand-eye coordination and manual dexterity to operate program equipment and prepare written reports.
- 4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, scoreboards, and other game equipment.
- 5. Requires hearing within normal range for customer service.
- 6. Prolonged standing may be required.
- 7. Requires assisting with set up of programs as needed.
- 8. Requires working in areas, which are not air-conditioned.

Working Conditions

- 1. Normal gym/sport field environment with some exposure to excessive noise, dust, temperature and the like.
- 2. Exposure to weather conditions which can include cold, snow, ice and rain, extreme humidity and heat.
- 3. Exposure to chemicals such as fertilizers, cleaning agents and fuels.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position which I will hold in the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

If I am unsure of the requirements or responsibilities, it is my duty to seek assistance from my Supervisor/Manager. I am aware that the Job Description may be changed and an updated copy will be available to me.

Employee Name (print)

Employee Signature

Date