City of Bellingham
Classification Specification

CLASS TITLE	**Recreation Instructor**
DEPARTMENT	**Parks And Recreation**
UNION:	**1937**
SG:	**105**
CS:	**Y**
FLSA:	**Y**
EE04CODE|SOC:	**PP|25-3021**

NATURE OF WORK:

Performs a variety of duties in general recreation including class instruction, special events support, supervision and maintenance of the facilities, and administrative support. Assists in program development, training and leading lower classified staff.

DISTINGUISHING CHARACTERISTICS:

This position is distinguished from the Recreation Leader position by its involvement in program planning and responsibility for serving as lead for a designated program or event, which may include providing day-to-day oversight of the work of lower classified staff

SUPERVISORY RELATIONSHIPS:

Reports to the assigned Program Manager or Supervisor. Receives direction from the Recreation Coordinator. Works under guidance of city policy and procedures as well as specific policies and procedures of assigned area. May provide training and day-to-day oversight to lower classified staff.

ESSENTIAL FUNCTIONS:

1. Participates in planning, promoting, implementing, leading and instructing recreation programs and activities in the areas of community events, specialized recreation, athletics, and general programs.

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; monitors program activity within facility or designated park space.

6. Performs setup and take down of activities, supplies and equipment; maintains facilities in accordance with departmental standards and procedures.

7. Assists in training, scheduling, leading and evaluating lower classified staff involved in assigned area.

8. Provides support for special events and programs.

9. Independently lead programs or trips without presence of supervisor

10. Provides program information to recreation staff and participants.

ADDITIONAL WORK PERFORMED:

1. Performs other related work of a similar level or nature.

PERFORMANCE REQUIREMENTS (Knowledge, Skills and Abilities):

Knowledge of:

- The philosophy and objectives of community recreation; knowledge of general recreation leadership methods.
- Techniques and/or tools used in general or specialized recreation program area.
- First aid methods and necessary safety precautions necessary for recreation work

Skill in:
- Demonstrated interpersonal skills to work with and motivate program participants and staff.
- Demonstrated oral and written communication skills.

Ability to:
- Provide quality instruction and leadership to participants of all ages and abilities involved in City of Bellingham recreation programs.
- Work effectively as a team member or independently, depending upon assignment.
- Willingly participate in the design and development of recreation activities and programs.
- Provide training and leadership to others.
- Effectively organize large groups and maintain crowd control.
- Provide customer service tactfully with members of the public.
- Maintain accurate records and to prepare reports.
- Maintain composure and provide assistance in emergency situations.
- Ability and willingness to work flexible hours including evenings and weekends.
- Maintain consistent and punctual attendance.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Physical ability to perform essential functions, including:
  - Frequently carry, lift and set up tables and chairs up to 50lbs.
  - Frequently remain stationary for long periods of time; ability to kneel, crouch, or bend at the waist to lift materials up to 50lbs.

- Frequent exposure to outside weather conditions.
- Hear, communicate, and see sufficiently to receive and provide instructions in a noisy fast-paced environment, classroom setting, or recreational event while meeting mandated safety standards.
- Demonstrate the activity in conjunction with the instruction being provided.

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. Frequently interacts with the public in the field, which may include exposure to hostile, offensive language, or interactions with angry or volatile individuals. Exposed to outside weather conditions. Some assignments may require use of City or private vehicle.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Minimum of six months experience preparing, teaching and leading recreation activities required.
- Demonstrated leadership skills required.
- High school diploma or GED.
- Experience working with people of all ages and abilities preferred.

NECESSARY SPECIAL REQUIREMENTS:

- Must possess or obtain First Aid, CPR/AED, and Bloodborne Pathogens certification within one month of hire and maintain throughout employment.
- Employment contingent upon passing a criminal convictions check and child and vulnerable adult abuse records check.
- Valid Washington State driver's license and good driving record. Candidates must submit a three-year driving abstract prior to hire.

PREPARED BY: McGuinn

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REVIEWED BY:_____

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COMMISSION ADOPTION: May 8, 2024