



ARLINGTON HEIGHTS PARK DISTRICT

JOB DESCRIPTION: SENIOR CENTER - GENERAL RECREATION INSTRUCTOR

DEPARTMENT: Recreation and Facilities

FLSA CLASSIFICATION: Part-time, Non-exempt

POSITION FOCUS

Responsible for developing, implementing and teaching general recreation classes, skills and techniques to individuals and groups in the Senior Center recreation programs

SUPERVISORY RELATIONSHIPS

Accountable to the Senior Supervisor/Coordinator as well as the Superintendent of Recreation Programs

ESSENTIAL JOB DUTIES

- Prepares lesson plans and activities to meet the program or class objectives
- Selects and prepares required materials and equipment for each class
- Welcomes participants and takes attendance at each class and maintains accurate class lists to ensure waivers have been completed
- Completes teacher check list each session and other required documentation
- Provides a variety of appropriate activities throughout the program
- Demonstrates appropriate techniques and skills to participants in the program or activity being taught
- Teaches creativity to develop enthusiasm within students for the program or activity being taught
- Assists the Senior Coordinator in developing class/program information for inclusion in Program Guide
- Maintains a high level of instruction for all participants
- Cleans up and puts away materials and equipment at the end of each class
- Works directly with the participants and assists them in completing the day's project or activity
- Communicates with participants regularly regarding their progress and any changes in program/class
- Oversees the safety and welfare of the participants
- Communicates with participants regarding Park District emergency and safety procedures
- Notifies the Senior Supervisor of serious incidents, accidents, or inappropriate conduct and completes Incident/Accident Forms, as needed
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions as assigned which may be considered essential

SECONDARY JOB DUTIES

- Promotes Senior Center programs to participants
- Requests supplies and equipment from the Senior Supervisor as needed

REQUIRED KNOWLEDGE

- Good knowledge of the program or activity being taught (e.g., crafts, card games, home or self improvement, etc.)
- Good knowledge of pertinent safety precautions

REQUIRED COMPETENCIES

- Ability to demonstrate skills and techniques in the area of expertise
- Ability to communicate with and instruct adults
- Ability to respond to inquiries and requests received from the general public
- Capacity to provide a high level of customer service to internal and external customers
- Ability to maintain positive and effective working relationships with supervisors and co-workers
- Ability to work harmoniously with fellow employees, participants and patrons

- Ability to work with general direction from immediate supervisor
- Capacity to utilize effective time management skills to complete the assigned job tasks
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public orally and in writing, as needed
- Capacity to be self-motivated and achieve assigned goals
- Ability to maintain self-control and composure in difficult situations
- Ability to follow directions and communicate verbally and in writing and to read and understand printed materials
- Capacity to proactively resolve problems, if authorized to do so, or to refer problems to immediate supervisor

EDUCATION, EXPERIENCE AND TRAINING

- High school graduate or G.E.D.
- Minimum one-year experience instructing adults or seniors in the area of expertise
- Or, any equivalent combination of education, experience and training
- Adult CPR and AED Certification required within six months of employment; Adult CPR and AED Certification preferred

HOURS

- Monday through Saturday, up to 15 hours a week, with work hours designated by the Director of Recreation and Facilities
- Overtime, night, weekend and holiday work hours, as required
- Employee is expected to be on duty whenever the need exists

PHYSICAL DEMANDS AND ENVIRONMENTAL CONDITIONS

- Standing or sitting for sustained periods of time while completing work
- Repetitive hand/arm movements such as when demonstrating techniques for participants
- Some bending, twisting, and walking while performing job duties
- Some bending, kneeling and reaching for items off floor and high shelves
- Ability to lift up to 25 lbs. in equipment, storage boxes and other supplies.
- General work area is indoors, smoke-free environment with controlled temperature and fluorescent lighting
- Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending job related activities at locations away from the office
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Infrequent exposure to cleaning materials and office supplies
- Capacity to work in a high stress environment under multiple deadlines and with frequent interruptions
- Ability to work extra hours to accomplish and complete high volume of work
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - CPR barrier device such as mask or mouthpiece
 - Non-latex gloves

This job description is intended to describe the general content of and requirement for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements, and additional duties may be assigned at any time.

Board Approved – 6/25/1984

Revision Approved – 10/13/1987, 8/1/1990, 3/24/1998, 6/08/2004, 8/27/2010, 11/1/2013, 3/05/2021

Reviewed – 2/5/2001, 3/23/2006, 9/10/2008



Executive Director