

CITY OF WINTER GARDEN
Classification Description

CLASSIFICATION TITLE: Course Instructor
DEPARTMENT: Recreation Department

FLSA Status: N
Union Status: N/A

WORK OBJECTIVE

Under general supervision of the Recreation Supervisor, part time contractual instructors will create and lead courses for the Recreation Department in their experienced & specified areas. Pay & hours will vary depending on course schedules. Certain areas of instruction may include (but is not limited to) courses involving fitness, music, arts, woodworking, athletics, crafts, dance, sewing, etc.

ESSENTIAL FUNCTIONS

The list of essential functions is intended to be representative of the work performed. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed if such duties are a logical assignment to the position.

- Create, organize and lead activities & courses for participants of varying ages.
- Use various techniques and mediums in instruction.
- Provide lesson plans, prepare materials & plan activities.
- Supervise participants, ensuring constant safety & program quality.

MINIMUM QUALIFICATIONS

High school diploma or GED equivalent preferred; 18 years & older.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of basic & advanced techniques relating to specified area of instruction.

Knowledge of teaching/leading groups.

Ability to communicate effectively with participants, speak in front of large groups & lead activities.

Ability to work well, be flexible and provide support to all other recreation staff.

Ability to understand and follow verbal and basic written instructions.

Ability to maintain proper records & lesson plans.

PHYSICAL REQUIREMENTS

Tasks involve the intermittent performance of physically demanding work, typically involving some combination of reaching, bending, stooping, kneeling, or crouching, and that may involve the lifting, carrying, pushing, and/or pulling of moderately heavy objects and materials (up to 25 pounds).

The City of Winter Garden is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Winter Garden provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date