



City of South San Francisco

Department of Parks & Recreation

Recreation Instructor

Salary: \$17.25/hour starting pay. Opportunities for pay increases are considered based on experience, satisfactory performance, and length of service.

Benefits: This is an hourly, part-time, non-benefited position

Shift & Hours: Vary and Flexible. Up to 40 Hrs/ Week, weekday and weekends

Location: Various community centers/parks throughout the city

The Department: The Parks and Recreation Department is the third-largest department in the City and is organized by program area, with each program administered by a supervisor, coordinator, or specialist. The Parks and Recreation Department is composed of a Director and 22 full-time management positions. The department is comprised of the Recreation, Parks, and Facility Maintenance divisions. The Recreation Division consists of eight program areas, Aquatics, Classes, Cultural Arts, Youth Enrichment Services, Preschool Early Learning, Senior Services, Sports, and Rentals.

Under the direction of the Recreation Supervisor and Community Services Site Coordinators, the Recreation Instructor implements a safe recreational and educational program that provides for the full intellectual and social support of the clients.

Duties and Responsibilities: Typical job duties include (but are not limited to):

- Responsible for planning, assessing, and implementing the recreation programs
- Arrive 15-30 minutes prior to the class start time to prepare activities, organize tools or equipment
- Explains and demonstrates lecture and activity to class or program participants.
- Ensures a safe learning environment to registered program participants.
- Documents accidents, incidents and any program related issues that may occur.
Follow procedures in cases of emergency; may administer first aid and/or CPR if certified. Certifications preferred.
- Maintains excellent communication and customer service skills.
- Documents participant attendance.
Knowledge and ability to follow policy and procedure aligned with daily and operational needs.
- Prepares schedule of availability and classes schedule for four sessions in year: winter, spring, summer, fall.
- Review current and future Activity Guides to follow current policies and procedures regarding registrations, 24-hour hotline, cancellations, etc.
- Adhere to all departmental policies and procedures.
- Completes required training and certifications per City regulations.
- Performs other related duties as required.

Qualifications:

Any combination of experience and training that would provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

- The ideal Recreation Instructor has experience working with youth, teens, adults, and/or seniors, and possesses applicable work or volunteer experience.

Education:

- High school diploma or equivalent; Associate degree in a related field preferred.

Special Requirements:

Essential duties require the following physical skills and work environment: must possess the physical strength required for lifting clients, audio/visual equipment, tables, chairs and carrying supplies. Lift and carry objects up to 50 pounds; A reliable mode of transportation that would enable travel to different sites.

RECRUITMENT TYPE:

This is a continuous recruitment and may close at any time.

HOW TO APPLY:

Complete online application: www.calopps.org/city-of-south-san-francisco.

