

# **JOB OPPORTUNITY**

**JOB TITLE: ENRICHMENT PROGRAM INSTRUCTOR**

**TYPE: PART-TIME, NON-EXEMPT**

**SALARY: \$12-\$14/HOUR**

**ELIGIBILITY: OPEN TO ALL**

**SPECIAL NOTES: ENRICHMENT PROGRAM INSTRUCTORS WANTED TO TEACH RECREATION AND ENRICHMENT PROGRAMS, CLASSES AND COURSES.**

**LOCATION: FORT BRAGG, CA**

**CLOSING DATE: NA**

**AGENCY: MENDOCINO COAST RECREATION AND PARK DISTRICT**

**JOB DESCRIPTION: AVAILABLE UPON REQUEST AT FRONT DESK AT C. V. STARR COMMUNITY CENTER AND ONLINE AT [WWW.STARRCENTER.NET](http://WWW.STARRCENTER.NET).**

**TO APPLY: COMPLETE AND SUBMIT APPLICATION TO CVSCC, 300 SOUTH LINCOLN STREET, FORT BRAGG, CA 95437. APPLICATION AVAILABLE UPON REQUEST AT FRONT DESK AT C. V. STARR COMMUNITY CENTER AND ONLINE AT [WWW.STARRCENTER.NET](http://WWW.STARRCENTER.NET).**

## **Mendocino Coast Recreation & Park District**

300 South Lincoln Street

Fort Bragg, CA 95437

707-964-9672

[www.mendocoastrec.org](http://www.mendocoastrec.org)





300 South Lincoln Street  
Fort Bragg, CA 95437  
707-964-9446  
fax 707-964-1813  
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## **JOB DESCRIPTION**

**JOB TITLE:** ENRICHMENT PROGRAM INSTRUCTOR

**REPORTS TO:** AQUATICS & PROGRAMS COORDINATOR

**Part-Time/Non-Exempt**

*Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.*

### **POSITION SUMMARY:**

The Enrichment Program Instructor of the C.V. Starr Community Center and Sigrid & Harry Spath Aquatic Facility (Center) is a part-time, non-exempt position reporting directly to the Aquatics & Programs Coordinator. Under general direction, this position is responsible for the welfare of all class participants utilizing the program rooms, pools and adjacent areas and performs a variety of services at the Center. Responsibilities include planning, organizing supervising and implementing high quality programming and maintaining a safe class environment for all participants; ensuring conformance with safety rules and regulations including checking equipment used in classes; preventing and responding to emergencies; providing supervision of participants; and other duties as assigned

### **ESSENTIAL FUNCTIONS:**

Constantly uses all senses to feel, smell and hear in the work environment; regularly gives oral instructions to participants frequently talks and hears both in person from close and long distances and by phone or radio; constantly walks on hard, uneven and wet surfaces; frequently bends, twists, stoops, squats and kneels to perform tasks; occasionally lifts and carries items up to 50 pounds; occasionally lifts above shoulder and head; occasionally works in confined spaces; frequently stands and sits for long periods; frequently works evenings, holidays and weekends.

Constantly observes, interprets and responds to people and situations; constantly analyzes and solves problems; frequently reads and interprets data, information and documents; constantly performs work on multiple, concurrent tasks with constant interruptions; constantly interacts with the public and staff; occasionally interacts with management and representatives of other governmental agencies; occasionally interacts with distressed, quarrelsome or abusive individuals.

### **TYPICAL DUTIES AND RESPONSIBILITIES:**

*Duties and responsibilities may include, but are not limited to:*

- Provides excellent internal and external guest and customer service by maintaining a safe and clean Center. Creates a positive experience for guests through professional and courteous behavior and creative problem solving.
- Performs all duties of an enrichment program instructor.
- Plans and instructs assigned classes, preparing music and other required needs.
- Communicates emergency information to police, alarm monitoring services and other emergency services as directed.
- Maintains a safe environment for all staff and participants.

- Creates developmentally appropriate lesson plans for assigned classes.
- Provides high quality instruction to all class participants.
- Maintains accurate attendance records.
- Completes all necessary course record reports.
- Maintains a positive and friendly attitude with all members, staff, and facility users.
- Attends all staff meetings and in-service training sessions as required.
- Works a varied schedule including, nights, weekends and holidays.
- Performs other related duties and responsibilities as assigned.

**MATERIALS, EQUIPMENT AND TOOLS:**

Wide variety of program equipment.

**DESIRABLE SKILLS, KNOWLEDGE AND ABILITIES:**

**Knowledge of:**

- Methods of specified enrichment program instruction.

**Ability to:**

- Work independently with minimal supervision and handle multiple tasks.
- Lead classes utilizing a variety of techniques, styles and formats.
- Instruct and provide for the needs of a variety of ages and skill levels.
- Effectively communicate, plan, lead and motivate class participants.
- Physically perform class moves and techniques.
- Communicate clearly and concisely both orally and in writing.
- Establish and maintain effective working relationships with superiors and the public.
- Work varied schedules, including holidays, evenings and weekends.

**MINIMUM EDUCATION/EXPERIENCE:**

- Must be at least 17 years of age; and
- Knowledge of or certification in specified enrichment program

**LICENSES AND/OR CERTIFICATIONS:**

***NOTE: All certificates must be from an accredited source and valid for the duration of employment.***

- CPR Certification (training and certification provided after hire)

**DESIRABLE EXPERIENCE/EDUCATION:**

- 1 year prior instruction experience in specified enrichment program.

**PHYSICAL REQUIREMENTS:**

Perform work in a community center with the normal environmental conditions found in this type of facility including potentially hazardous chemicals, wet conditions and confined spaces. Corrected 20/20 vision, hearing ability adequate to monitor facility activity, ability to speak and instruct articulately, ability to respond physically to any emergencies quickly and appropriately.

*NOTE: Accommodations may be made for some of the essential functions/requirements listed for qualified individuals who require and request such accommodation, due to a qualifying disability.*

Rev: 07/2012