PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

JOB TITLE: Class Instructor
JOB LEVEL: Level I

EDUCATION &/OR CERTIFICATIONS REQUIRED: **None**
HOURLY WAGE: **$9.25 - $11.25**

OVERVIEW:

Develops lesson plans & curricula related to area of assignment based upon overall program objectives & guidelines. Instructs classes in recreation & leisure services in area of specialty or assignment. Prepares materials for instruction of classes; monitors participation & evaluates classes.

BASIC REQUIREMENTS:

1. Possess basic knowledge & skills related to assigned area of instruction.
2. Ability to work a variety of hours, including days, evenings, weekends & holidays.
3. Maintain First Aid & CPR certifications

KNOWLEDGE, SKILLS, & ABILITIES:

1. Demonstrate knowledge of principles, practices & rules related to assigned area of instruction.
2. Ability to communicate effectively with diverse groups of people.
3. Ability to prepare & present lessons for appropriate programs & classes
4. Ability to lead a class & educate/motivate class members.
5. Ability to recognize & respond to safety & emergency situations.
6. Must be competent & knowledgeable in program area.
7. Must be comfortable handling conflicts & responding to problems & customer concerns.

DUTIES & RESPONSIBILITIES:

1. Coordinate with staff to plan & schedule classes & programs.
2. Instruct classes in a specialty area.
3. Communicate with staff regarding supplies, space, & other needs.
4. Develop a rapport with class members & respond to questions & concerns.
5. Observe progress & discuss with students when appropriate.
6. Set up & take down class equipment as necessary.
7. Demonstrate appropriate classroom & facility management at all times to ensure safe & effective classes.
8. Follow all Portland Parks & Recreation rules, policies, & procedures.
9. Maintain excellent communication with all staff & customers through verbal & written means.
10. Wear Portland Parks & Recreation name badge or staff clothing while on duty.
11. Attend all mandatory staff meetings & required trainings.
12. Recognize and promptly respond to safety hazards and emergency situations.
13. Other duties as assigned.

EXAMPLES OF POSITION ASSIGNMENTS:

- Camp Counselors
- Parent/Child Art Instructors
- Parent/Child & Preschool Sports Instructors
- After School Program Instructors
- Senior Trip Leaders
- Assistant Preschool Teachers
- Assistant Instructors
- Other areas of instruction where no education or certification is required to lead lesson