

CITY OF HAMILTON

HEALTHY & SAFE COMMUNITIES DEPARTMENT (RECREATION DIVISION – DISTRICT RECREATION OPERATIONS – LOCATION – VARIOUS)

ADVANCED SKILLED INSTRUCTOR – RECREATION PROGRAM (MUSIC, ADULT DANCE)

SUMMARY OF DUTIES:

Reporting to the Recreation Supervisor within one or more Recreation Centres, this position is responsible for the instruction and leading piano, guitar, and adult dance. Advanced instruction is required in order to provide participants with a safe, informative, progressive and effective instructional experience. The position requires that the instructor be able to increase the skill level of all participants to increase their performance capabilities and over all enjoyment of the recreation activity.

This position is best utilized in advanced skill instructed programs INCLUDING: Adult Dance – including Line Dancing, Latin Dancing, Ballroom Dancing; Music – including Guitar and Piano

GENERAL DUTIES

Maintain qualifications and certifications within current acceptable standards within the chosen discipline.

Lead and/or instruct groups and individuals in dance or fitness, within current accepted standards for the recreation discipline.

Perform instruction of basic and advanced skills for various programs within their capabilities and experience.

Prepare course outlines and lesson plans according to curriculum guidelines.

Provide information related to lifestyle awareness within capabilities and knowledge as it relates to the recreation instructional program.

Attend to clients special needs related to the recreation program being instructed.

Monitor the recreation equipment, facility and activities to ensure safety and provide emergency or first aid assistance when required including the preparation of incident/accident reports when required.

Attend all mandatory staff meetings and training sessions.

Maintain accurate administrative records such as attendance forms and class lists for the program as identified by the full time staff.

Respond to questions and general enquiries from the public and program participants.

Monitor the performance levels of participants during the program activity.

Manage the set-up and tear down of all program equipment.

Work independently without direct supervision.

In the absence of Recreation staff responds to minor emergencies within the building to ensure safety of all patrons and other staff.

Work in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Perform other duties as assigned which are directly related to the responsibilities of this position.

QUALIFICATIONS

1. Hold and maintain relevant certification and qualifications applicable to their discipline.
2. Minimum of three (3) years experience (combination of instructional and participation) in a related field.
3. Hold and maintain current Standard First Aid and CPR- C Certification.
4. High Five Certifications and NCCP Level 1 Coaching considered an asset.
5. Must have the ability to work with varied age groups.
6. Must be physically capable to demonstrate program techniques to the public in specified program area.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.