

# CITY OF HAMILTON

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

### SKILLED INSTRUCTOR

#### SUMMARY OF DUTIES

Reporting to the Recreation Supervisor, this position is responsible for the introduction and leading of participants in registered programs and activities. Basic skill instruction is required in order to introduce the participants to sport or recreation activity, to the rules of play, equipment normally used in the activity and safety practices to follow while participating.

This position is utilized in such entry level instructional programs INCLUDING: Preschool Programs, Children's Programs (Art/Music/Drama, Dance/Cheer/Gymnastics, General Interest/Kitchen, Sport), Youth Leadership Programs, Special Needs Adapted Programs, and Adult Art Programs.

#### GENERAL DUTIES

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

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

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

Prepare course outlines and lesson plans according to curriculum guidelines.

Monitor the recreation and sports equipment, facilities 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. Proven knowledge of the theories and practices associated with the teaching of skills for the program disciplines normally acquired by a combination of education and relevant work experience.
2. .Minimum of three (3) years of experience (instructing or participation) in the related field.
3. Experience working with related populations.
4. Hold and maintain current Standard First Aid and CPR-C Certification.
5. Certification in a related discipline or coaching certification from a recognized governing body would be an asset.
6. High Five Certifications and NCCP Level 1 Coaching considered an asset.
7. Excellent interpersonal skills, demonstrated tact and professionalism in dealing with the public.
8. Must possess initiative and good judgment and be able to work independently.
9. Must have the ability to work with varied age groups.
10. Must be physically capable to demonstrate program techniques to the public in specified program area.
11. Must be prepared to work flexible hours including events and weekends at various locations.

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