

## City of Altoona Position Description

**Title:** Program Instructor  
**Department:** Recreation  
**Reports to:** Recreation Manager and/or Recreation Coordinator  
**Date:** March 12, 2015

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### Position Summary

Under the supervision of the Recreation Manager or Recreation Coordinator, the Program Instructor will assist in the implementation of safe and enjoyable youth recreation programs.

### Work Tasks

The following duties are normal for this position. The duties listed are not to be construed as all-inclusive. Other duties may be required and assigned.

- Instruct participants in skills, drills, mechanics, and terms of the game or activity
- Maintains attendance records of all practices and classes
- Maintains good order in and around their class, team or activity group
- Attends all required staff meetings and trainings
- Be enthusiastic, punctual and reliable for all class/programs (arrive 15 minutes prior to the start time)
- Responsible for set up and take down of equipment before and after each practice
- Be able to follow all policies and procedures of the department as outlined in the Employee Handbook

### Working Conditions

Work is completed indoors and outdoors. Outdoor work may be in a variety of environmental extremes such as heat, cold, rain, snow, wind, noise, fumes and dust.

### Education

- High school student; or,
- College student.

### Experience

Some previous experience as an employee with a demonstrated history of being reliable and dependable.

### Licenses and Certificates

- A valid Wisconsin driver's license is required; and
- CPR/First Aid certification, preferred.

### PRE-EMPLOYMENT DRUG SCREENING MAY BE REQUIRED.

***The City of Altoona is an Equal Opportunity Employer. To comply with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.***

I have read and understand this Job Description

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Signature

Date