



CITY OF GREENFIELD

Department of Parks & Recreation

7325 West Forest Home Avenue
Greenfield, Wisconsin 53220

414.329.5370/Fax 414.543.2369
Business Hours: (M-F) 9 AM-6 PM

Kidnastics Instructor I

TERMS OF EMPLOYMENT

JOB STATUS: Seasonal/ Casual Employee, year round
PERIOD: Part-Time, Full Year position
BENEFITS: N/A
RATE OF PAY: 2020 Salary range \$10-\$14 /hour
NORMAL WORK WEEK: Schedule based upon candidate availability to vary between 3 to 20 hours per week

POSITION QUALIFICATIONS

- Must be at least 16 years of age
- Prior experience in dance, gymnastics, tumbling, poms, and/ or cheer.
- Ability to organize and manage multiple activities at the same time.
- Ability to lead a group of children in planned activities while working cooperatively with other team members.
- American Red Cross or American Heart Association CPR/AED and First Aid certified or willingness to obtain.
- Able to effectively communicate with participants, parents and general public regarding programs.
- Applicants will be required to complete a pre-employment background check.

PRIMARY FUNCTION

Assists the Recreation Supervisor, directly reports to the Program Coordinator – Recreation, in providing a safe, positive, fun instructional gymnastics, tumbling, dance, poms and/ or cheer skills class to program participants.

MAJOR DUTIES/RESPONSIBILITIES

- Instruct children ages 0-12 skills in gymnastics, dance, poms and/or cheer.
- Ability to follow a prepared lesson plans.
- Responsible for proper and direct supervision of participants during all Kidnastics programs they teach.
- Work as a team to ensure quality programming with safety as the number one priority.
- Observes, enforces, and explains all facility rules and regulations.
- Prevents injury and minimizes hazards. Inspects program area prior to use.
- Responsible for opening and closing program areas. Arrives 30 minutes prior to start to ensure proper doors are open, equipment is set out and ready for class. Secures program equipment, program area and building at the end of classes.
- Cleans and sanitizes, organizes and properly stores equipment before and following program use as needed.
- Attends all in-service training opportunities. Reviews current Kidnastics manual and lesson plans.
- Is prepared to respond to emergency situation and provide appropriate emergency care to the level of their training.
- Review current Activity Guide to be familiar with facility programs, scheduling, current policies and procedures regarding registrations, the 24-hour hotline, cancellations, etc. Adhere to all departmental policies and procedures.
- Complete required reports and records as assigned.

OTHER DUTIES

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee of this job. Duties, responsibilities and activities may change at any time with or without notice.

AAP/EEO STATEMENT

It is the policy of the City of Greenfield not to discriminate unlawfully against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, disability, national origin, creed, marital status, citizenship status, veteran status, membership in the military or national guard, use of a lawful product while off duty, ancestry, sexual orientation, arrest, or conviction record or any other characteristic protected by state or federal law. This policy shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or other compensation; and selection for training, including apprenticeship. This City further agrees to take affirmative action to ensure equal employment opportunities.

EVALUATION

Performance of this position will be evaluated by the Recreation Supervisor of Aquatics/Playgrounds/Fitness/Dance and Safety programs. This job description is intended to highlight the principle functions and is not intended to be comprehensive. Other duties may be assigned.