



Enrichment Instructor

EMPLOYMENT TERMS:

Job Status:	Seasonal/ Casual Employee
Period:	Part-Time, Full Year position
Benefits:	N/A
Rate of Pay:	\$20-\$25 /hour
Work Week:	Schedule based upon candidate availability to vary between 1 to 20 hours per week.

PRIMARY FUNCTION

Assists the Recreation Supervisor or Recreation Coordinator by teaching the basic skills of an enrichment activity while maintaining a safe and social class atmosphere.

POSITION QUALIFICATIONS:

- Must be at least 18 years of age.
- Prior experience in leading group enrichment based classes.
- Certification or training in the field related to the specialized topic taught in the enrichment program.
- American Red Cross or American Heart Association CPR/AED and First Aid certified or willingness to obtain upon employment.
- Applicants will be required to complete a pre-employment background check.

MAJOR DUTIES/RESPONSIBILITIES

- Instructs scheduled classes, beginning and ending on time.
- Reports for all classes prepared to instruct and is proactive in finding replacements when necessary.
- Develops class curriculum in the specialized area and modifies as needed to fit participant needs.
- Makes an effort to get to know their participants by name and builds a sense of community.
- Promotes a supportive, interactive, and inclusive environment for all participants.
- Organizes, cleans, sanitizes and properly stores equipment before and following class use as necessary.
- Is prepared to respond to emergency situation and provide appropriate care to the level of their training.
- Instructor may be responsible for opening and/ or closing the program area or facility.
- Prevent injury and minimize or eliminate hazards. Observe, enforce, and explain all facility rules and regulations.
- Complete required paperwork and submit on a timely manner (daily attendance, accident/incident reports, etc.).
- Review current Activity Guide to be familiar with current policies and procedures regarding registrations, the 24-hour hotline, cancellations, etc. Adhere to all departmental policies and procedures.
- Participate in program related training/retraining opportunities available through the various training groups to maintain your certification.

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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 or Recreation Coordinator overseeing the specified program department. This job description is intended to highlight the principle functions and is not intended to be comprehensive. Other duties may be assigned.