



CLASS INSTRUCTOR

DEFINITION

Under the direction of a Community Services Coordinator, the Class Instructor is responsible for implementing and coordinating all aspects of a specific instruction class, including meeting the program objectives, and overseeing program participants. This is a part-time, at-will, hourly position without City-paid benefits.

EXAMPLES OF DUTIES

- Responsible for class participants from class beginning to end.
- Open, set-up, and close class facility.
- Create, plan, instruct, and promote activities of assigned instruction class(es).
- Develop and write a class proposal.
- Meet program goals and objectives, collect and maintain attendance records and data.
- Responsible for maintaining on-site security and safety of participants, volunteers, staff and others in the facility.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS

- Experience in the subject area to be taught.
- Valid California Driver's License.
- Prior experience working with age appropriate groups.

SPECIAL REQUIREMENTS

- First Aid/CPR Certification preferred.

ABILITY TO

- Work class hours as assigned.
- Communicate clearly and concisely, both orally and in writing.
- Understand and carry out oral and written directions.
- Establish and maintain effective working relationships with those contacted during the course of work.

Department: Parks, Recreation & Facilities

Bargaining Unit: None FLSA: Non-Exempt

Approval: Appointing Authority

Effective Date: Revision History: 12/02