



## City of Powell Position Description

**Position Title: Recreation Program Instructor**

**FLSA Status: Non-Exempt**

**Reports to: Parks and Recreation Supervisor**

**Employment Type: Intermittent Part-Time (5–20 hours/week)**

**Pay Grade: 1**

**Service Type: Unclassified**

**Revision Date: December 2025**

### **Nature of Work – General Description:**

The Recreation Instructor is responsible for planning, preparing, and teaching a variety of recreational classes for youth, teens, adults, and/or families within the Powell Parks & Recreation Department. This part-time position works a flexible schedule based on program needs and may include morning, daytime, evening, and weekend hours.

Given the nature of this classification's duties/responsibilities, it has been designated as Non-Exempt under the governing Fair Labor Standards Act regulations and, therefore, is entitled to formal overtime compensation and/or formal compensatory time.

### **Essential Functions of Work:**

- Plans, organizes, and instructs recreational classes, workshops, or activities in assigned program areas (e.g., arts, fitness, STEM, sports fundamentals, enrichment, preschool programs, etc.).
- Prepares lesson plans and instructional materials ensuring classes are engaging, age-appropriate, and aligned with department goals.
- Sets up and breaks down classroom or activity spaces, ensuring a clean, safe, and welcoming environment.
- Monitors participant safety, behavior, and well-being during all activities; responds appropriately to injuries, incidents, or emergency situations following City protocols.
- Maintains accurate attendance records, class rosters, and other documentation as required.
- Provides excellent customer service to participants, families, and members of the public by answering questions and offering program information.
- Communicates class needs, supply inventories, maintenance concerns, and schedule updates to the Parks & Recreation Supervisor in a timely manner.
- Follows all departmental policies, procedures, and safety guidelines.
- Supports other departmental programs, events, and activities as assigned.

**Nonessential Functions:**

- Assists with general facility cleanliness and organization.
- Performs related work as required or as assigned.

**Supervisory Responsibilities:**

- None.

**Minimum Qualifications:**

- Must be 18 years of age or older.
- High school diploma or equivalent.
- Experience instructing or assisting with recreational programs, classes, camps, coaching, teaching, or similar activities preferred.
- Regular attendance, as governed by and in accordance with applicable rules, regulations, procedures and laws, is regarded as an essential requirement of this classification.

**Licensure/Certification Requirements.**

- Possession of or ability to obtain CPR and First Aid certification.
- Possession of a valid Ohio driver's license and vehicle insurance.

**Knowledge, Skills, and Abilities:**

- Knowledge of instructional techniques and ability to lead participants in recreational class activities.
- Strong verbal communication and interpersonal skills.
- Ability to create a positive, inclusive, supportive environment.
- Ability to exercise sound judgment, maintain safety awareness, and respond calmly to unexpected situations.
- Ability to follow lesson plans or create new ones tailored to participant needs.
- Ability to work independently with minimal supervision.

- Ability to establish and maintain effective working relationships with staff, participants, and families.
- Ability to use basic computer applications (e-mail, registration software, schedules, etc.).

**Working Environment and Conditions:**

- Working indoors or outside in extreme weather conditions and environment conditions of work site.
- Ability to exert in excess 50 pounds of force occasionally, and/or up to 25 to 40 pounds of force frequently
- Possession of physical strength, agility, and endurance to perform all essential functions; ability to perform tasks requiring stooping, bending, reaching, pushing, pulling, grasping, feeling, and repetitive motions.
- Ability to walk long distances and/or work while standing for long periods of time.
- Ability to work evenings, weekends, and holidays as needed.