



JOB DESCRIPTION

JOB TITLE:	Youth Sports Instructor	FLSA:	Non-Exempt
DEPARTMENT:	Parks & Recreation	DATE:	6/19/2019
REPORTS TO:	Parks and Recreation Director		
BARGAINING UNIT:	Non-Represented		

SUMMARY:

Performs Youth Sports Instructor duties for the City of Kentwood Parks and Recreation Department. Instructors plan and execute practice, camps and or clinics for children 4-13 year's old.

ESSENTIAL FUNCTIONS:

*Essential functions as defined are ILLUSTRATIVE ONLY and not a comprehensive listing of all functions and duties performed by incumbents within this classification. Essential duties and responsibilities **may** include, but are not limited to, the following:*

- Coach an assigned group of children emphasizing skill development, safety, fair play, sportsmanship, and fun.
- Exhibits patience, enthusiasm, and dependability.
- Maintains attendance records and other applicable form
- Responsible for all equipment and supplies.
- Ensures safety and inclusion of all program participants.
- Demonstrates courteous and cooperative behavior when interacting with public and staff; acts in a manner that promotes a harmonious and effective workplace environment.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge and/or skill required.

Education and Experience:

High School Diploma/GED; AND one (1) year of experience working with children in an education, recreation, or similar program; AND one (1) year of experience playing or coaching multiple sports OR an equivalent combination of education, training and experience.

Required Certificates, Licenses, and Registrations:

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

- None

RECREATION LEADER (continued)

Required Knowledge and Skills

Knowledge of:

- Applicable laws, codes and regulations.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skills in:

- Effective verbal and written communication.
- Planning, developing, and implementing activities.
- Establishing and maintaining effective working relationships with co-workers, public officials, community organizations, City staff and the public.
- Using initiative and independent judgment within general policy guidelines.
- Following and maintaining safety standards.
- Following verbal and written instructions.

PHYSICAL/MENTAL REQUIREMENTS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical recreation setting, use standard office equipment and stamina to sit or stand for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and computer screens; and hearing and speech to communicate in person or over the telephone.

WORKING ENVIRONMENT:

While performing the duties of the job, the employee may be exposed to outside weather conditions, and rough or uneven terrain, odors, chemicals and dust. The noise level in the office environment is usually quiet; the noise level in the gym environment can vary widely.