



## City of Greenwood – Community Center Program Instructor

[Greenwood Employment Application](#)

<b>Job Title:</b>	Program Instructor	<b>Job Category:</b>	Non-exempt
<b>Department/Group:</b>	Parks and Recreation	<b>Job Code:</b>	
<b>Location:</b>	Community Center	<b>Travel Required:</b>	No
<b>Level/Salary Range:</b>		<b>Position Type:</b>	Part-Time
<b>HR Contact:</b>	Director of Human Resources	<b>Supervisor:</b>	Recreation Activities Coordinator
<b>Fax or E-mail:</b> (317) 887-5868 or HR@greenwood.in.gov	<b>Mail: City of Greenwood</b> Attention: Human Resources Department 300 South Madison Avenue Greenwood, IN 46142		
<b>Job Purpose:</b>	Responsible for scheduled and special programming at Greenwood Park and Recreation. Responsibilities include but are not limited to program scheduling, program instruction, program documentation, participant safety, and maintaining relative skills.		

### Duties and Responsibilities:

- Compliance with the Code of Conduct and Ethics as outlined in the Employee Handbook as well as all other City and department protocols, policies and guidelines.
- Ensure that all programs are operated as directed and enforce all facility and patron rules during program(s). Will maintain minimum number of program and safety in-service hours required by the department.
- Maintain proper head counts for program participants as required.
- Assist with cleaning and proper storage of instructional equipment after use. May assist with the setup of special event equipment; involving lifting and/or other labor-intensive duties.
- Primarily responsible for supervising program participants.
- Responsible for the development and teaching, coaching, instructing or assisting with departmental programs and special events at location in accordance with City affiliated and authorized instructional guidelines and protocol.
- Accountable for documentation of all program lesson plans, program registrations and other program operational reports and records required for program statistics and files.
- Other related duties as assigned.

### Job Requirements:

- **Education:** High School Diploma or GED equivalent with the ability to read, write and speak the English language.
- **Experience:** Basic understanding of various programming and have experience teaching, coaching or instructing children, young adults and or adults.
- **Knowledge, Skills and Abilities:** Ability to enforce rules and follow all established protocols and guidelines. Ability to make sound and rational decisions including exercising independent judgment, within parameters. Must remain current with all required licenses, certifications and in-service requirements. Must demonstrate satisfactory performance ratings on all safety and operational audits including program instructional audits.
- **Physical:** Ability to work evening or weekend hours a must. Sitting, walking and standing for extended periods of time.



PARKS & RECREATION DEPARTMENT

100 Surina Way | Greenwood, IN 46142 | 317.881.4545



## City of Greenwood – Community Center Program Instructor

By signing, I acknowledge that I have read, understand and will comply with the duties and responsibilities for employment in this position.

The City of Greenwood is an “at will” employer and has the right to terminate the employment relationship at any time.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved By:**



**PARKS & RECREATION DEPARTMENT**

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