



Office of Human Resources
Activities Leader Non-Certified - RG2110

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General Statement of Duties

Provides entry level instruction to participants in specialized (non-certified) areas such as in dance (ballet, square, ballroom, jazz, hip-hop, and modern), boxing, scuba diving, gymnastics, quilting, outdoor challenge activities, sewing, oil painting (mix and multi-media), ceramics, bridge, therapeutic recreation, massage therapy, home crafts, languages, computers, bike maintenance, etc.

Distinguishing Characteristics

Activities Leader - Non-Certified is distinguished from Recreation Instructor in its emphasis of a specialized area such as sewing, languages, computers, ceramics or home crafts. Recreation Instructor provides instruction, mentoring, and counseling to participants in organized recreational activities in sports and education recreational areas.

Essential Duties

Instruct specific classes such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor challenge (rope climbing, etc.) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, massage therapy or home crafts, languages, computers, bike maintenance, etc.

Prepares activity plans and pre-post plans and information materials needed to instruct the course.

Follows safety rules and regulations.

Assist participants in developing skills in the subject being taught.

Researches and keeps abreast of trends in field of specialty.

Maintains attendance records for classes and distributes and collects evaluations as requested.

Assists in arranging and planning special events.

Cleans work area as required.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Creative Thinking - Uses imagination to develop new insights into situations and applies innovative solutions to problems; designs new methods where established methods and procedures are inapplicable or are unavailable.

Customer Service - Interacts with customers in a friendly and professional manner, works to resolve issues quickly and effectively, and is knowledgeable about products and services.

Interpersonal Skills - Shows understanding, friendliness, courtesy, tact, empathy, cooperation, concern, and politeness to others and relates well to different people from varied backgrounds and different situations.

Oral Communication - Expresses information to individuals or groups effectively; taking into account the audience and nature of the information; makes clear and convincing oral presentations; listens to others, attends to nonverbal cues and responds appropriately.

Teaching Others - Helps other learn through formal or informal methods; identifies training needs; provides constructive feedback; coaches others on how to perform tasks; acts as a mentor.

Writing - Writes in a clear, concise, organized, and convincing manner for the intended audience.

Knowledge & Skills

Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

Knowledge of the rules, procedures, skills, and/or materials of a specific recreation area sufficient to be able to effectively instruct individuals and groups and perform a variety of duties related to the work assignment.

Knowledge of teaching methods sufficient to be able to instruct organized recreational activities.

Knowledge of basic fundamentals and techniques in specialized recreation activities such as dance (ballet, square, ballroom, jazz, hip-hop, and modern), scuba diving, boxing, gymnastics, quilting, outdoor (challenge) activities, fencing, sewing, oil painting (mix and multi-media), languages, computers, ceramics, bridge, therapeutic recreation, and home crafts sufficient to be able to interpret rules and regulations and develop the participant's performance skills.

Knowledge of safety hazards and necessary safety precautions sufficient to be able to establish a safe work environment for self and others.

Skill in establishing and maintaining effective working relationships with other employees and the public.

Skill in incorporating new information and ideas into the work assignment.

Skill in coordinating and scheduling activities related to the work assignment.

Skill in using logic and reasoning to identify the strengths and weaknesses of alternative alternatives solutions, conclusions or approaches to problems.

Level of Supervision Exercised

None

Education Requirement

Graduation from high school or the possession of a GED, HiSET or TASC Certificate.

Experience Requirement

Two (2) years of experience (paid or volunteer) as an instructor in an organized specialized formal program.

Education & Experience Equivalency

A combination of appropriate education and experience may be substituted for the minimum education and experience requirements.

Licensure & Certification

Requires certification in CPR/First Aid at the time of application or prior to completion of probation period.

Licensure and certification must be kept current as a condition of employment.

Working Environment

Potential exposure to cold temperatures, cold enough to cause bodily discomfort.

Potential exposure to hot temperatures, hot enough to cause bodily discomfort.

Personal safety: aware of surroundings, people and events.

Temperature Changes: variations in temperature from hot to cold.

Level of Physical Demand

3-Medium (20-50 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Balancing: Maintaining equilibrium.

Carrying: Transporting or moving an object.

Color vision: Ability to distinguish and identify different colors.

Depth Perception: Ability to judge distances and space relationships.

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Feeling: Perceiving attributes of objects by means of skin receptors, communication, or otherwise.

Field of Vision: Ability to sharply detect or perceive objects peripherally.

Fingering: Picking and pinching, through use of fingers or otherwise.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Kneeling: Assuming a lowered position.

Lifting: Moving objects weighing no more than 50 pounds from one level to another.

Reaching: Extending the hands and arms or other device in any direction.

Repetitive motions: Making frequent or continuous movements.

Standing: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

Vision Far Acuity: Ability to perceive or detect objects clearly at 20 feet or more.

Vision Near Acuity: Ability to perceive or detect objects at 20 inches or less.

Walking: Ability to move or traverse from one location to another.

Background Check Requirement

Criminal Check

Employment Verification

Assessment Requirement

None

Probation Period

None

Class Detail

Pay Grade: CR-07

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date: 1/1/2023

Revised By: AM

Class History: 4/29/21 - Added bike maintenance duties.

1/1/2023 – Pay grade revised due to minimum wage increase.