

**CITY OF OVERLAND PARK
POSITION DESCRIPTION**

TITLE:	Special Activities Instructor	GRADE:	00
DEPARTMENT:	Recreation Services	JOB NO:	9295
DIVISION:	Leisure Services	DATE:	6/13/2010
REPORTS TO:	Recreation Supervisor	FLSA STATUS:	N
FULL-TIME: _____	PART-TIME: _____	TEMPORARY:	<input checked="" type="checkbox"/>
		COST CENTER:	520

REPLACES: Special Activities Instructor

DATE: 4/95

JOB SUMMARY STATEMENT:

Provides instruction and/or direction to others who provide services to patrons.

DUTIES AND RESPONSIBILITIES:

1. Teaches various subject materials to patrons.
2. Provides guidance to patrons in related programs.
3. Provides administrative support to staff who gives instruction to patrons.
4. The employee must work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors and any other persons or organization with whom interaction is required to accomplish work and employer goals.
5. The employee must be punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.

The above duties and responsibilities includes those tasks, physical and mental requirements, visual requirements, unique physical surroundings and mental/cognitive requirements listed in the Position Description Questionnaire and Task Analysis Worksheet.

Title: Special Activities Instructor
Cost Center: 520
Date: 6/13/2010
Page 2

GENERAL QUALIFICATIONS

EDUCATION & SPECIAL LICENSE(S)/CERTIFICATIONS:

Bachelor's degree in related field or additional equivalent experience.

EXPERIENCE:

Six months experience working with the public with one year teaching experience, or an equivalent level of experience. Supervisory experience beneficial.

SKILLS:

1. Organizational skills.
2. Excellent oral and written communication skills.
3. Group presentation skills.
4. Teaching skills.

MENTAL REQUIREMENTS:

1. Ability to work in environment with many distractions and interruptions.
2. Ability to assess situation and make recommendations.
3. Ability to exhibit sound judgement.
4. Ability to exhibit abstract and logical reasoning.
5. Carry out assignments through oral and written instructions.
6. Ability to breakdown complex issues/procedures to individual steps.
7. Good memory skills.
8. Ability to train and guide others.
9. Ability to work independently.

PHYSICAL REQUIREMENTS:

1. Ability to make and receive phone calls.
2. Ability to speak to an individual or a group for an extended period of time.
3. Ability to operate office equipment such as copy machine, calculator, fax machine, typewriter and personal computer.
4. Ability to operate City vehicles.
5. Ability to lift 20 pounds and transport 20 feet.
6. Ability to stand, lift, bend, push, pull, and walk for extended periods of time.

SUPERVISORY RESPONSIBILITY (Direct & Indirect):

None.

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.