

**SHAWNEE COUNTY, KANSAS**  
**Position Description**  
**Intermittent Recreation Instructor - Programming**

**POSITION CONTROL NUMBER: PRX633**

**FLSA STATUS: N**

**POSITION DESCRIPTION**

Under general supervision, this Intermittent position assists the Recreation Program Supervisor in the coordination, supervision, and implementation of recreation programs across Shawnee County Parks + Recreations facilities including community centers, parks, museums, and at partner sites.

Leads classes and recreational program activities in Shawnee County Parks + Recreation core program areas including special events, youth programs, adult programs, senior programs, and adaptive programs. Provides on-site supervision of part-time staff during program implementation; communicates with instructors, sets-up and issues equipment for recreational activities. Assists with the operation of the Rec + Roll mobile recreation van. Provides a variety of general and routine administrative tasks in support of recreation programs; and maintains records and reports. Performs other duties as assigned. This position is supervised by a Recreation Program Supervisor.

This position is an Intermittent temporary, non-benefits eligible position. Intermittent positions are allowed to work up to 988 hours per year and may be ended prior to that without cause at Management's discretion.

**WORK PERFORMED**

**40% Program Implementation.** Leads a variety of programs across SCP+R facilities including community centers, parks, and sports facilities. Interacts and engages with the community to support SCP+R mission and vision.

**30% Program Development.** Works with staff to develop and implement new, exciting recreational opportunities for Shawnee County. Evaluates and adjusts existing programs to best serve the community

**20% Customer Service.** Possesses a sense of integrity and commitment to internal and external customer satisfaction demonstrating passion for excellence. Shows ability to communicate clearly and professionally, both verbally and in writing. Demonstrates strong decision making and analytical abilities. Practices strong communication/listening skills. Answers phones, takes registration and handles cash. Develops a rapport with participants and demonstrates understanding and knowledge of programs.

**10% Other Duties as Assigned.**

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Intermittent Recreation Instructor – Programming (PRX633)

### KNOWLEDGE, ABILITIES AND SKILLS

#### Knowledge of:

- Functions of the various Shawnee County Parks + Recreation divisions.
- Federal, State and County laws, resolutions, rules and regulations.

#### Ability to:

- Establish and maintain effective working relationships with other employees and the public.
- Show professionalism and leadership when representing SCP+R
- Think critically and analyze data.
- Develop and teach classes for SCP+R
- Communicate effectively, both orally and in writing, using the English language.
- Interpret and apply Federal, State and County laws, resolutions, rules and regulations.
- Follow oral and written instruction.
- Provide positive support for all program participants.
- Provide good customer service.

#### Skill in:

- Use of Microsoft Office Suite programs
- Use of Internet browser software, i.e. Google Chrome

### PHYSICAL REQUIREMENTS

N-Never      O-Occasional (1%-33%)      F-Frequent (34%-66%)      C-Continuous (67%-100%)

	N	O	F	C		N	O	F	C		N	O	F	C
<b>HANDS</b>					<b>BODY/TRUNK</b>					<b>OTHER</b>				
Reaching			X		Sitting			X		Driving		X		
Pushing/Pulling			X		Bending			X		High Elevation	X			
Climbing	X				Reaching			X		Unprotected Heights	X			
Throwing			X		Lifting-50 lbs.	X				Around Moving Machinery	X			
<b>ARMS</b>					Carrying			X		Driving Automotive Equipment	X			
Reaching			X		Jumping	X				Exposure to Dust, Gases and Fumes	X			
Lifting-50 lbs.	X				Twisting	X				Cramped Body Position	X			
Pushing/Pulling	X				Squatting	X				Sustained Positions	X			
Carrying			X		Turning			X		Noise Levels (Excessive)	X			
Throwing			X		<b>LEGS/FEET</b>					Electrical Hazards	X			
<b>EYES</b>					Walking			X		Slippery Surfaces	X			
Near Vision				X	Standing			X		Work Above Ground	X			
Far Vision				X	Sitting			X		Work Below Ground	X			
Color Vision				X	Carrying	X				Irregular Surfaces	X			
<b>VOICE</b>					Climbing	X				Moving Objects	X			
Talking				X	Jumping	X				In High Volume Traffic	X			
<b>EARS</b>					Turning			X		Exposure to Marked Changes in				
Hearing				X	Lifting-50 lbs.	X				Temperature and Humidity		X		

### EQUIPMENT USED

Personal Computer  
Tablet Computer  
Printer  
Telephone

Office Furniture  
Fax Machine  
Photocopier  
Automobile

Various Sporting Equipment  
Misc. Office Equipment

## **Shawnee County Position Description**

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#### **MINIMUM QUALIFICATIONS**

- Minimum of Eighteen (18) years of age.
- Valid Driver's License and able to operate a County-owned vehicle (HR-2013-2).
- HR-2013-2: Driving record that shows: No misdemeanor or felony convictions for traffic/vehicular offenses (DUI, vehicular homicide, reckless driving, hit and run, etc.) on the driving record that are less than five (5) years old; No more than two (2) at fault or chargeable accidents on their driving record that are less than five (5) years old; No more than two (2) traffic infractions (speeding, failure to yield right of way, etc.) that are less than one (1) year old.

#### **PREFERRED QUALIFICATIONS**

- Experience coaching, teaching or working with programs or events
- Background in a field that includes working with the public

#### **SPECIAL REQUIREMENTS**

- Required to lift fifty (50) pounds.
- Must be available to work a wide range of schedules, including evenings, weekends and holidays.
- Required to pass background check, pre-employment drug screening and review of driving record.

This Position Description is not designed to list all tasks and responsibilities of this position. Shawnee County reserves the right to revise or change job duties as the need may arise. This Position Description does not constitute a written or implied contract of employment.

I have read and understand the duties and requirements for this position.

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Employee's Signature / Printed Name

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Date

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Administering Supervisor's Signature / Printed Name

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Date

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Appointing Authority's Signature / Printed Name

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Date