

Job Description

Recreation Program Instructor/Referee/Coach

Job Description: Responsible for operations of program including staff and participant supervision and scheduling, evaluation and training. Maintains safety standards at all times. Follows and enforces city and department policies. Ensures quality customer service to all program participants.

General Duties:

- Responsible for attending all scheduled classes, games, meets and activities as assigned.
- Supervise and scheduling any staff as assigned.
- Evaluate equipment and facilities to ensure the safety of all participants and makes recommendation regarding the purchase of equipment and supplies.
- Develops appropriate training programs and practice schedules.
- Ensure quality customer service through positive interactions with participants, staff, guardians and the public.
- Works directly with supervisor as assigned to ensure the program is operating in a professional and safe manner.
- Maintains highest level of safety and risk management at all times.
- Responds appropriately to all emergencies and reports all incidents to appropriate supervisor.
- Responsible for maintaining all money handling procedures as outlined by supervisor.
- Maintain records, reports, meet registrations and information regarding attendance/rosters, staff timesheets/hours worked, daily equipment and facility checks, disciplinary reports, accident reports, pick up/drop off and other reports as assigned.
- Assists in any training or staff evaluations as required.
- Maintain appropriate certifications and training hours as required.
- Other duties as assigned.

Qualifications:

- Experience in coaching, program coordination, referee, or umpire or other experience as relevant to program.
- CPR & First Aid

Immediate Supervisor: Recreation Coordinator

Salary Range: \$20.00- \$60.00 per hour/class based on program.

Hours: Varies