Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968

POSITION TITLE	Specialty Program instructor
CLASS	Part-time
PAY TYPE	Non-Exempt
PAY GRADE	30
PAY RANGE	$17.92 - $25.80
SUPERVISOR	Recreation Supervisor – Programs

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES:

Plan, instruct, and evaluate quality child, youth and/or adult programs. Help participants develop a sense of accomplishment and self-awareness.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Create a fun and inviting environment to ensure a positive participant experience.
- Maintain a clean and orderly area or classroom to ensure the safety of all participants.
- Keep an accurate count of class participants.
- Communicate any equipment problems or participant concerns to the Recreation Director.
- Assist in cleaning, maintenance, and inventory if applicable.
- Complete reports as needed for accidents, injuries, and illnesses.
- Perform other related duties as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of safety policies, procedures, and practices.
- Working knowledge and skills pertaining to the program being offered.
- Ability to work independently.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, patrons, and the general public.
- Ability to work evenings, weekends, and holidays if necessary.
- Participate in promotional opportunities, staff training, and meetings as required.
- Perform other related duties as necessary.

EDUCATION, TRAINING, AND EXPERIENCE:

- High school diploma or G.E.D. equivalent preferred.
- Experience and expertise in specific program offering.
- Additional training may be required for child and youth program instructors.

Work Environment: Work is performed indoors in recreational facilities and outdoors in all weather conditions. This position includes periods of high activity and moderate to loud noise levels.

Physical Requirements: While performing the duties of this position the employee is required to sit, stand, walk, run, climb, hike, balance, squat, kneel, talk, hear, and see. Occasional lifting of 10 pounds or greater is required, including the ability to lift, hold, and carry a child.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

_____	_____	_____
Employee Name	**Employee Signature**	**Date**