

## **Parks and Recreation Department**

### **Summer Program Instructor**

A Winona Lake Limitless Park summer program instructor is responsible for teaching curriculum for youth ages 3-17. Programming varies from arts to sports. Instructors should be prepared for a summer filled with personal and professional growth, classroom management practice, and a whole lot of FUN! *\*Incumbent position is a Seasonal Employee with specific dates of employment and not eligible for unemployment benefits though this employer during the "off season".*

#### **Supervision Received and Exercised**

Summer Program Instructor reports to the Assistant to the Parks and Recreation Director or the Parks and Recreation Director. Summer Program Instructor takes direction from the Assistant to the Parks and Recreation Director or the Parks and Recreation Director.

#### **FLSA Status**

#### **Duties / Responsibilities**

- Approaching program instruction with passion and excitement through direct engagement with youth building positive role model relationships with campers.
- Leading 3 periods of curriculum daily with themes varying by week.
- Refining curriculum and adding personal contributions as see fit.
- Working closely with other staff members to create fun camp games, songs, skits, and activities – and participating in all.
- Helping lead daily camper check in and check out procedures.
- Interacting with parents in a professional and energetic manner.
- Ensuring all campers are safe and have a positive experience in our program.
- Exhibiting skills of empathy, responsibility, initiative, collaboration, problem solving, and emotion management through actions and words, while also reinforcing these qualities in other campers and staff.

#### **Requirements**

Must be 15 years of age; previous satisfactory experience working with groups of young people.

#### **Schedule**

This is a Monday – Friday position, however, some evening and weekend hours may be necessary depending on programs/events. No programs will be held on Independence Day, July 4.

#### **Hours**

Approximately 20-25 hours a week.

## **Qualifications**

*If you are missing any of the qualifications listed below, please don't be discouraged! We love teaching like-minded humans! Please still apply if you are enthusiastic about this work and think you would be a strong fit!*

- Experience facilitating groups of children and/or working with youth programs.
- Experience (and a love for!) working with kids.
- High sense of responsibility and dependability.
- Contagious enthusiasm and charisma.
- Strong team player.
- Creative, flexible, and excellent multi-tasker.
- Willingness to solve problems, be patient, remain positive, and have FUN!
- Classroom management and teaching is a HUGE plus.

## **Physical Demands**

The physical demands described here represent those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit, talk, and hear. The employee is occasionally required to use hands to finger, handle, feel, or operate objects, tools, or controls and reach with hands and arms. The employee is occasionally required to climb, balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

## **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee occasionally works in outside weather conditions. The employee is occasionally exposed to wet and/or humid conditions. The noise level in the work environment is usually quiet while in the office and moderately loud when in the field.