



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

JULY 7, 2011

INSTRUCTOR II - GYMNASTICS

APPLYING FOR THIS POSITION

DEADLINE FOR APPLYING: Open until filled

If interested, please submit the following to the Personnel Office located at the District's Administrative Center, 405 Galaxy Ave, Bakersfield, Ca, 93308:

- District Employment Application (resume's accepted only with a completed Application)
 - Current Employee's can submit a Job Interest Form, resume' or an updated application.
- Contact the Personnel Office at 392-2000 for more information, a District Employment Application or the Job Interest Form. These can also be downloaded from the District's website at www.norfun.org, Employment Section.

BASIC FUNCTION

Assists the lead instructor with teaching basic fundamentals in a style that is appropriate to the age group assigned and plan lessons according to basics of US Gymnastics Federation. May be responsible for planning, organizing and conducting instruction of the youth classes.

SALARY, HOURS AND LOCATION

\$9.25 per hour

Approximately 20 hours per week. Classes held at Riverview Community Center:

- Monday, 2-4pm
- Tuesday, 3-7pm
- Thursday, 3 -7pm
- Friday, 2-4pm
- Saturday, 10am-2pm

QUALIFICATIONS

Requires one year related experience in coaching, competition or instruction. Some supervisory experience desired. Knowledge of US Gymnastics Federation techniques; must know basic gymnastics skills if working with preschool age children and basic and intermediate skills if working with elementary age children; spotting techniques; and lesson planning. Must be able to be sensitive, mature, and relate well to both children and adults; develop and maintain effective working relationships; communicate both orally and in writing with participants, coworkers, district staff, management, and the public; follow written and oral instructions; lead participant activities; exercise sound judgment within district policy; maintain a high level of professional behavior and confidentiality; maintain clear and concise records and/or reports; and accommodate the work schedule as assigned or agreed upon.

Must be able to work well with age appropriate children, be able to communicate in a positive manner with both children and parents, and keep in contact with Supervisor. Must be able to relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to criticism from a supervisor.

CONDITIONS OF EMPLOYMENT WITH THE DISTRICT

An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting
- Must submit verification of your identity and citizenship or legal right to work in the United States
- If under 18 years old, must be able to maintain a work permit throughout employment

PHYSICAL DEMANDS AND WORK ENVIRONMENT

Work activities may be performed in an indoor classroom or gymnasium environment requiring a considerable amount of physical duties in related to the instruction of gymnastics. Regularly communicates with participants, parents, co-workers, supervisor, and the public.

The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

DUTIES AND RESPONSIBILITIES

The following typical tasks and responsibilities are representative of the position's essential duties.

- Instructs classes in accordance with established guidelines; works with individual participants or groups of participants; aggressively spots participants to avoid injury.
- Begins and ends classes as scheduled leaving the classroom in same general condition as found.
- Assists in the preparation of class activities, preparing materials and site for the number of participants enrolled in the program insuring maximum safety as needed.
- Communicates with parents in a positive manner.
- Participates in staff training as needed.
- Responsible for the class in the absence of a lead instructor.

OTHER DUTIES

- Assists in maintaining accurate record of participant attendance.
- Reports accidents and hazardous conditions as they occur.
- Where needed, evaluates skill and knowledge level attained by students.
- Performs related duties as assigned or as the situation dictates.

QUALITY ASSURANCE

Provide outstanding customer service; interact with customers and co-workers in a positive and courteous manner; as a team member, responsible for the efficient and effective delivery of services.

AN EQUAL OPPORTUNITY EMPLOYER

North of the River Recreation and Park District, 405 Galaxy Avenue, Bakersfield, Ca., 93308 (661) 392-2000
www.norfun.org