



DEPARTMENT: Community Services/Recreation Services

NATURE OF WORK:

Assists Instructor II or III with planning, execution, and instruction of youth and adult classes/programs. Duties are performed under the supervision of a Recreation Program Coordinator, Instructor II, or Instructor III.

ESSENTIAL FUNCTIONS OF THE JOB: (some or all may apply, depending on program/class)

Assists in organizing, planning, and implementing class-specific activities.

Supervises children in youth class/program setting including while at the facility, during lunch time, and prior to and after class/program is offered.

Assists with supervision during field trips.

Assists with enforcement of rules and safety practices.

Reports all accidents, incidents, and disciplinary concerns to the lead instructor/program coordinator.

Assists with overseeing the proper use of facility, equipment, and supplies.

Signs all participants in; ensures all required paperwork is on site; signs all participants out.

Performs related work as required.

JOB LOCATION AND EQUIPMENT OPERATED:

Duties are performed at assigned facilities operated by James City County or sites within James City County that are being utilized for class/program needs.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge and understanding of specialized subject matter of class/program.

Knowledge and understanding of instructional practices and procedures.

Knowledge of safety and basic first aid.

Skills in organizing time and activities.

Skill in class-specific activities and subject matter.

Skill in controlling a group.

Skills in dealing with problem situations and people.

Ability to work effectively with children and adults.

Ability to communicate both orally and in writing.

MINIMUM QUALIFICATIONS:

Any combination of acceptable education and experience providing the knowledge, skills, and abilities above.

NECESSARY SPECIAL QUALIFICATIONS:

Requires a Virginia Criminal History Check, Sex Offender Record Check, and drug test.

Current certification in first aid and CPR. Non-certified employees will be required to complete CPR and first aid training within six months from the date of hire.

A valid Virginia Driver's License may be required for some positions.

Certification in aerobics (ACSM, ACE, AFFA, USWFA, or acceptable certifying group) or swim instruction (Red Cross, WSI) may be required for some positions.

Date: June 2004
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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: Instructor I Position Number: 087
Department: Community Services Division: Recreation Services

The Americans with Disabilities Act requires that we identify the general aptitudes and physical requirements needed to perform the job listed above. Individuals who have the position must be able to perform all essential job functions unaided or with reasonable accommodation.

I. Mental Abilities: General learning ability. The ability to “catch on” or understand instructions and underlying principles.

- : Ability to understand and follow oral instruction
- : Ability to understand and follow written instruction
- : Ability to guide and/or give instructions
- : Ability to make decisions in accordance with established procedures and policies
- “ Not essential to job function

II. Verbal Abilities: Ability to understand meanings of words and ideas associated with them and to use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.

1. Speaking/Talking:

- “ Answering telephone, radio, or switchboard
- “ Communicating with County officials
- : Communicating with general public
- “ Communicating with vendors
- : Communicating with supervisors and/or with other employees
- “ Communicating with others _____
- _____
- “ Not essential to job function

2. Hearing/Listening:

- “ Ability to distinguish between different tones
- : For communication with County officials, public, vendors, supervisors and/or other employees
- “ Not essential to job function

3. Reading: (ability to read and understand text)

- : Essential to job function
- “ Not essential to job function

III. Numerical: Ability to perform arithmetic operations quickly and accurately.

- : Ability to mentally perform accurate two digit calculations
- “ Ability to perform accurate calculations aided by a calculator, adding machine or measurement device
- “ Not essential to job function

IV. Spatial Abilities: Ability to comprehend forms in space and understand relationships of plane and solid objects. May be used in such tasks as blue print reading and in solving geometry problems. Frequently described as the ability to “visualize” objects of two or three dimensions, or to think visually of geometric forms.

- “ Essential function
- : Not essential function

V. Motor Coordination: Ability to coordinate eyes and hands or fingers rapidly and accurately in making precise movements with speed. Ability to make a movement response accurately and quickly.

1. Manual Dexterity: Ability to move the hands easily and skillfully. To work with the hands in placing and turning motions.

- | | |
|----------------------|--|
| “ Use telephone | : Manipulate computer keyboard and mouse |
| “ Use switchboard | “ Use postage machine |
| “ Use radio/console | “ Use hand tools |
| : Use a calculator | “ Use power tools |
| : Use a copy machine | : Other: <u>Use rescue and swim lesson equipment</u> |
| : Use a fax machine | “ Not essential to job function |

2. Finger Dexterity: Ability to move the fingers and manipulate small objects with the fingers rapidly or accurately. For example: electrical wiring.

- : Essential to job function
- ‘ Not essential to job function

Explain: _____

VI. Physical Demands:

1. Strength: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (U) in appropriate boxes below.

Ability to manipulate materials and/or equipment (lbs)							Frequency of Manipulation		
	5!	5-10	10-15	15-25	25-50	50%	Occasionally	Frequently	Continuously
Lift				U			U		
Push/Pull				U			U		
Hold/Carry				U			U		

Manipulation done from: : ground to waist : waist level " waist to shoulder " above shoulder
(Check all that apply)

Not essential to job function: " Lift " Push/Pull " Hold/Carry (Check all that apply)

2. Climbing: To move up or mount by using the hands or feet.

Ladders

Stairways

Steps

- | | | |
|---------------------------------|---------------------------------|---------------------------------|
| : Step stool | " 1 flight | " 1-2 |
| " 8' to 10' step ladder | : 2 flights | " 2-3 |
| " Extension ladder | " 3 or more flights | : 4 or more |
| " Other _____ | " Other _____ | " Other _____ |
| " Not essential to job function | " Not essential to job function | " Not essential to job function |

3. Ability to Stand, Sit, Walk, and Run:

Please check (U) in appropriate boxes below.

	Duration (hours/day)						Occasionally	Frequently	Continuously
	0-1	1-3	3-5	5-7	7-9	9%			
Stand				U				U	
Sit			U					U	
Walk			U				U		
Run		U					U		

If walking or running, over what type of terrain? " flat " rough : both

Not essential to job function: " Stand " Sit " Walk " Run (Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, to lower oneself and/or to move freely on hands and knees.

Daily Amounts

“ 0-5x : 5-20x “ 20-50x “ 50+x
 “ Other _____ “ Not essential to job function

5. Reaching, Handling, Fingering, and/or Feeling:

To stretch out, extend, or put forth a bodily part. To touch or grasp something, by extending or stretching. To touch, lift, hold or operate with the hands.

Daily Amounts

“ 0-5x “ 5-20x : 20-50x “ 50+x
 “ Other _____ “ Not essential to job function

6. Seeing: To perceive or comprehend by the sense of sight.

Essential to job function: These characteristics are necessary (Check all that apply)

- : Peripheral vision
- “ Night vision
- : Focus (distinctness or clarity)
- “ Color perception (discriminate between colors)
- : Depth perception (determine distance relationship between objects)
- “ Not essential to job function

VII. Driving: The ability to transfer or convey in a vehicle.

Transmission	Standard	Automatic	Multi-Gears
Car	“	:	“
Van	“	:	“
Small Truck	“	:	“
Medium Truck	“	:	“
Large Truck	“	“	“
Truck w/Equipment	“	“	“
Heavy Bus Equipment	“	“	“
Not essential to job function	:	“	:
Other (list) _____			

Date: July 2004
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