



**DEPARTMENT:** Community Services/Recreation Services

**NATURE OF WORK:**

Responsible for planning, executing, and instructing of specialized, in-depth youth and adult classes/programs including but not limited to advanced levels. Duties are performed under the direction of a Recreation Program Coordinator/Recreation Operations Coordinator.

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

Responsible for planning, implementing, and conducting specific class/program activities appropriate to the subject area and participants ages.

Provides Recreation Program Coordinator with written class description/lesson plan of program content.

Prepares site for activity and ensures proper clean-up at end of each class/program.

Formulates and submits supply sheets and instructional handouts to class participants.

Supervises Instructor I and/or Instructor II as needed.

Accompanies participants on field trips.

Establishes and enforces class/program rules and policies for students.

Ensures program goals are met.

Ensures participant safety.

Reports all accidents, incidents, and disciplinary concerns to the Recreation Program Coordinator.

Oversees proper use of facility, equipment, and supplies.

Administers first aid.

Maintains rapport with site staff.

Ensures class evaluations are handed out at the end of class/program.

Ensures all class records/paper work is up to date and turned in at conclusion of class/program.

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:**

Thorough knowledge of specialized subject matter of class/program.

Thorough knowledge and understanding of instructional procedures and practices.

Thorough knowledge and understanding of development of participants for whom the class/program is offered.

Knowledge of participant performance level.

Skill in leadership (group and individual).

Skill in teaching techniques, organizing time, and assessing participant's interests and capabilities.

Skill in communicating both orally and in writing.

Skill in controlling a group.

Skill in dealing with problem situations and people.

Ability to communicate effectively with children, adults, staff, general public, and Recreation Program Coordinator.

Ability to work effectively with age range of class that is being offered.

Ability to supervise the work of others including but not limited to the Instructor I.

Ability to generate interest of participants in class/program.

Ability to break down subject matter to teach assigned age/skill groups.

**MINIMUM QUALIFICATIONS:**

Associate's, Bachelor's, or Master's degree in related field; considerable experience working with instruction in specified skill area in class/program; or any equivalent combination of acceptable education and experience providing the knowledge, abilities, and skills above. Certifications related to program area as required.

**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, AFAA, USWFA, or acceptable certifying group); CPR/Lifeguard Instructor (Red Cross Instructor Certification); Personal Training (ACSM, ACE, AFAA, 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 III Position Number: 089  
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.

- |   |  |
|---|--|
| <ul style="list-style-type: none"><li>: Use telephone</li><li>“ Use switchboard</li><li>: Use radio/console</li><li>: Use a calculator</li><li>: Use a copy machine</li><li>: Use a fax machine</li></ul> | <ul style="list-style-type: none"><li>: Manipulate computer keyboard and mouse</li><li>“ Use postage machine</li><li>: Use hand tools</li><li>“ Use power tools</li><li>: Other: <u>Use rescue and swim lesson equipment</u></li><li>“ Not essential to job function</li></ul> |
|---|--|

**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
<b>Lift</b>					<b>U</b>			<b>U</b>	
<b>Push/Pull</b>				<b>U</b>			<b>U</b>		
<b>Hold/Carry</b>				<b>U</b>			<b>U</b>		

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%			
<b>Stand</b>				<b>U</b>				<b>U</b>	
<b>Sit</b>			<b>U</b>					<b>U</b>	
<b>Walk</b>			<b>U</b>					<b>U</b>	
<b>Run</b>			<b>U</b>				<b>U</b>		

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.

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