

Village of Sussex Position Description

Position Title:	Recreation Instructor II	Department:	Parks and Recreation
Revision Date:	April 1, 2025	Pay Grade:	Limited Term
Staff to Committee(s):	None	Reports To:	Recreation Coordinator

Job Summary

Responsible for the coordination of the assigned program. Includes management of activities, staff supervision, and interaction with individual program participants and groups.

Essential Duties & Responsibilities

- Create and develop curriculum, in coordination with the Recreation Coordinator as related to the specific job assignment.
- Lead instruction and/or provide direction for instruction.
- Ensure that all supplies and equipment are ready and available.
- Provide a healthy and safe environment to ensure a quality program experience.
- Communicate promptly, effectively and professionally with participants, coworkers, and supervisors.
- Assist in the preparation, setup and takedown of equipment or supplies, as related to your specific job assignment.
- Represent the Village of Sussex in a professional manner.
- Ensure that facilities and equipment are in good working order.
- Attend staff meetings and trainings, as required.
- All other duties as assigned.

Minimum Requirements

- High School Degree or GED for adults, work permit for minors.
- Previous experience in programming instruction.
- Current CPR/First Aid certifications, or ability to obtain within three months of employment.

Knowledge, Skills and Abilities

- Must be available to work day, evening, and/or weekend hours.
- Must be able to interact with people who are of all ages in a harmonious manner.
- Prefer candidates who have a passion for and experience working in recreation programming.
- Ability to maintain confidentiality.

Physical Demands of the Position

- 65% of the time is spent standing, walking, talking, hearing, carrying and low handling.

- 5% of the time is spent sitting, typing, and talking on the phone.
- 30% of the time is spent stooping, kneeling, crouching, climbing (using legs and feet), climbing (using legs and arms for supports), bending/twisting, reaching, and using far and near vision.

Must be able to lift 40 pounds to chest height.

Environmental Conditions

70% of the time is spent inside.

30% of the time is spent outside.