PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

JOB TITLE: Class Instructor
JOB LEVEL: Level II

EDUCATION &/OR CERTIFICATIONS REQUIRED: **See Description**
HOURLY WAGE: **$11.00 – $13.00**

OVERVIEW:

Develops lesson plans & curricula related to area of assignment based upon overall program objectives & guidelines. Instructs classes in recreation & leisure services in area of specialty or assignment. Prepares materials for instruction of classes; monitors participation & evaluates classes.

Class Instructors II are distinguished from Class Instructors I by the complexity in the assigned area of instruction. At the lower level, employees lead &/or instruct classes that require no minimum of hours or experience in the field area.

Information specific to Camp Director Positions:
Responsible for the direction of the day camp program. Directors train & direct counselors & junior leaders, interact with staff, respond professionally to parents questions & complaints, are the primary contact with parents during morning check-in and throughout the day, work within budget, prepare weekly activity & staffing schedules, maintain paperwork, enforce camp rules & policies, lead weekly camp staff meetings, motivate camp staff, and lead by example.

BASIC REQUIREMENTS:

1. Possess thorough knowledge & skills related to assigned area of instruction.
2. Ability to work a variety of hours, including days, evenings, weekends & holidays.
3. Must possess 250 hours of recent experience in the field of instruction.
4. Must have a high school diploma or GED
5. Maintain First Aid & CPR certifications

Information specific to Camp Director Positions:

1. Must be at least 20 years of age
2. Maintain Medication Administration certification

KNOWLEDGE, SKILLS, & ABILITIES:

1. Demonstrate knowledge of principles, practices & rules related to assigned area of instruction.
2. Ability to communicate effectively with diverse groups of people.
3. Ability to prepare & present lessons for appropriate programs & classes

KNOWLEDGE, SKILLS, & ABILITIES (continued):

4. Ability to lead a class & educate/motivate class members.
5. Ability to recognize & respond to safety & emergency situations.
6. Must be competent & knowledgeable in program area.
7. Must be comfortable handling conflicts & responding to problems & customer concerns.

DUTIES & RESPONSIBILITIES:

1. Coordinate with staff to plan & schedule classes & programs.
2. Instruct classes in a specialty area.
3. Communicate with staff regarding supplies, space, & other needs.
4. Develop a rapport with class members & respond to questions & concerns.
5. Observe progress & discuss with students when appropriate.
6. Set up & take down class equipment as necessary.
7. Demonstrate appropriate classroom management at all times to ensure safe & effective classes.
8. Follow all Portland Parks & Recreation rules, policies, & procedures.
9. Maintain excellent communication with all staff & customers through verbal & written means.
10. Wear Portland Parks & Recreation name badge or staff clothing while on duty.
11. Attend all mandatory staff meetings & required trainings.
12. Recognize & promptly respond to safety hazards and emergency situations.
13. Other duties as assigned.

EXAMPLES OF POSITION ASSIGNMENTS:

- Camp Directors
- Basic/Beginning Cooking Instructors
- Beginning Dance Instructors
- Sports Instructors
- Outdoor Trip Leaders
- Theatre Instructors
- Beginning Gymnastics Instructors

PORTLAND PARKS & RECREATION
Healthy Parks, Healthy Portland

Class Instructor
Level II

	Step 1	Step 2	Step 3	Step 4
Year 1	$11.00	$11.25	$11.50	$12.00
Year 2	$11.25	$11.50	$11.75	$12.25
Year 3	$11.50	$11.75	$12.00	$12.50
Year 4	$11.75	$12.00	$12.25	$12.75
Year 5	$12.00	$12.25	$12.50	$13.00

Wage increases are determined by years of service plus satisfactory annual evaluations. All new employees will start at Step 1 unless they have demonstrated education or experience that meets the following criteria. A Recreation Supervisor must approve entry wage and wage progressions, and may override requirements for step increases.

Employees must meet every requirement in each step to qualify for that step.

Step 1	• High School diploma or GED; • A minimum of 250 hours working &/or volunteering in a related field.
Step 2	• 1 year of college/vocational education with a major course work in a related field; • A minimum of 500 hours working &/or volunteering in a related field.
Step 3	• 2 year of college/vocational education with a major course work in a related field; • A minimum of 750 hours working &/or volunteering in a related field.
Step 4	• BA/BS in related field or equivalent

CAMP DIRECTOR Age Requirement: 20 & Over

This position is accountable to the Recreation Coordinator and Camp Coordinator and is the liaison between center management, park staff, and camp staff. They are responsible for the overall direction of the day camp program. Directors train & direct counselors & junior leaders, interact with staff, respond professionally to parents questions & complaints, are the primary contact with parents during morning check-in and throughout the day, work within budget, prepare weekly activity & staffing schedules, maintain paperwork, enforce camp rules & policies, lead weekly camp staff meetings, motivate camp staff, and lead by example.

Additional Certifications: Medication Administration

Hours Key– to be used to transpose a set hours total into per week & per month figures

	Per week (52 wks / year)	Per Month
250 hours	4.8 hrs / wk	20.8 hrs / month
500 hours	9.6 hrs / wk	41.6 hrs / month
750 hours	14.4 hrs / wk	62.5 hrs / month
1000 hours	19.2 hrs / wk	83.3 hrs / month
1250 hours	24.0 hrs / wk	104.2 hrs / month
1500 hours	28.8 hrs / wk	125.0 hrs / month