

Cherokee County, GA



JOB DESCRIPTION

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

PART TIME GYMNASTICS/DANCE INSTRUCTOR

Department: Cherokee County Recreation and Parks Agency

FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this job is to assist in planning, developing, and evaluating gymnastics and dance programs for CRPA. Oversees daily gymnastic program activities, prepares materials, and assures gymnastics programs are maintained.

ESSENTIAL JOB FUNCTIONS

- Assists with the planning, developing and evaluating of gymnastic programs for various age groups in the community and recommends programming to meet community needs.
- Instructs gymnastic classes and/or conducts programs where necessary.
- Maintains inventory of supplies and equipment and requisitions supplies for activities and events.
- Assists with the enforcement of facility rules and regulations.
- Prepares and distributes handouts for gymnastics/dance programs.
- Set up/break down of all gymnastics equipment for all classes
- Recommends and assists with the development of policies for gymnastic/dance programs.
- Prepares and implements all class lessons.
- Evaluates students for placement in gymnastics/dance programs.

- Knowledge of the principles, practices, and procedures and the operations and functions of CRPA.
- Knowledge of all applicable laws, ordinances, policies, standards, and regulations pertaining to the specific duties and responsibilities of the job.
- Knowledge of gymnastic and recreational practices, policies, and procedures as necessary in the completion of daily responsibilities
- Knowledge of First Aid/CPR/ AED.
- Ability to effectively communicate and interact with management, employees, members of the general public and all other groups involved in the activities of Cherokee County government as they relate to CRPA.
- Ability to work with limited supervision, using personal judgment in decision making.
- Other duties may be assigned.

QUALIFICATIONS

Education and Experience:

High school diploma or equivalent with 1 year gymnastic/dance instruction/coaching experience or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job.

Must possess a valid driver's license.

Must successfully pass CRPA Background Check.

Special Qualifications:

None.

Knowledge, Skills, and Abilities:

PHYSICAL DEMANDS

Physical:

(ADA) Minimum Qualifications or Standards Required to Perform Essential Job Functions Physical Requirements:

Must be physically able to operate a variety of machinery and equipment including a computer, LED projector, overhead projector, camera, copier and fax.

Must be able to use body members to work, move or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, repetitive motion and moving equipment.

Must be able to exert up to 25 pounds of force occasionally, and/or up to 15 pounds of force frequently. Physical demand requirements are at levels of those for sedentary work.

Vision:

- See in the normal visual range with or without correction.
- Vision sufficient to read computer screens and printed documents and to operate equipment.

Hearing:

- Sufficient clarity of speech and hearing abilities that would permit effective communication with or without correction.

WORK SCHEDULE

Part-time, Monday-Friday with morning and afternoon hours depending on class schedule.

OTHER REQUIREMENTS

Data Conception: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving and receiving assignments and/or directions to co-workers and assistants as well as from supervisors.

Language Ability: Requires ability to read a variety of reports, proposals, requests, registers, applications and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare reports, proposals, articles, notices, letters, memos and miscellaneous documents using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people and groups of people with poise, voice control, and confidence.

Intelligence: Requires the ability to learn and understand complex principles and techniques; to acquire and be able to expound on knowledge of topics related to primary occupation; and to make independent judgment in the absence of management.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical or professional languages including legal terminology.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; utilize determine percentages; interpret graphs; perform statistical calculations.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape, visually with a computer, slide projector, overhead projector, camera, copier, fax and typewriter.

Motor Coordination: May require the ability to coordinate hands, fingers, and eyes accurately in using a computer, slide projector, overhead projector, camera, copier, fax and typewriter. Requires the ability to use the keyboard, lift, bend, push and pull objects or materials using body parts as the position necessitates.

Manual Dexterity: Requires the ability to handle a variety of items such as a computer, LED projector, overhead projector, camera, copier and fax machine. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: May require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under considerable stress when confronted with an emergency.

Physical Communication: Requires the ability to talk and/or hear: (Talking – expressing or exchanging ideas by means of spoken words). (Hearing – perceiving nature of sounds by ear). Must be able to communicate via telephone, two-way radio.

Cherokee County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

E.O.E. Cherokee County is an equal opportunity employer. Cherokee County will provide equal employment opportunity to all qualified persons without regard to race, color, creed, religion, sex, national origin, age, disability, genetic information, uniformed service status, pregnancy, childbirth, or other legally protected category or classification.