



PART TIME PICKLEBALL INSTRUCTOR- PARKS & RECREATION

Date: December 3, 2019

From: Human Resources Department

RE: Pickleball Instructor– Parks & Recreation Department

Salary: \$ 15.00 hr.

GENERAL DESCRIPTION OF CLASS

The purpose of the specialized class is to perform planning and instructing the program to efficient and effective department operations; to provide professional, courteous customer service at all times, and to perform related duties as assigned. This class works according to set procedures under close supervision of the Athletic Program Supervisor.

ESSENTIAL TASKS

The tasks listed below are those that represent the majority of the time spent working in this class. Management may assign additional tasks related to the type of work of the class as necessary.

Explains and demonstrates principles, techniques, and methods of regulating movement of body, hands, and feet to achieve proficiency.

Explains and demonstrates use of apparatus and equipment or skill.

Prepares instructional materials and supplies; sets up and cleans up area.

Supervises the activities of the program participants to ensure participant safety during the instructional process; follows appropriate emergency procedures to protect the well-being of participants.

Motivates all participants to accomplish their personal goals.

Adheres to applicable Parks & Recreation procedures, rules and regulations.

CLASS TITLE: PART TIME PICKLEBALL INSTRUCTOR- PARKS & RECREATION

INVOLVEMENT WITH PEOPLE AND THINGS

PEOPLE INVOLVEMENT:

Requires serving others such as customers, attending to their requests and exchanging information with them.

INVOLVEMENT WITH THINGS:

Requires handling or using machines, tools or equipment requiring brief instruction or experience.

COGNITIVE REQUIREMENTS

REASONING REQUIREMENTS:

Requires performing semi-skilled work involving set procedures and rules but with frequent problems.

LANGUAGE REQUIREMENTS:

Requires reading routine sentences, instructions, regulations, procedures or work orders; writing routine sentences and completing routine job forms and incident reports; speaking routine sentences using proper grammar.

VOCATIONAL/EDUCATIONAL AND EXPERIENCE PREPARATION

VOCATIONAL/EDUCATIONAL PREPARATION:

Requires high school diploma, GED or specialized vocational training.

SPECIAL CERTIFICATIONS AND LICENSES:

Must possess a valid North Carolina driver's license.

AMERICANS WITH DISABILITIES ACT REQUIREMENTS

PHYSICAL AND DEXTERITY REQUIREMENTS:

Requires sedentary work that involves walking or standing some of the time and involves exerting up to 20 pounds of force on a recurring basis or routine keyboard operations. Must be able to perform basic life functions of fingering, grasping and repetitive motion.

ENVIRONMENTAL HAZARDS:

The job risks exposure to no known environmental hazards.

SENSORY REQUIREMENTS:

The job requires normal visual acuity and field of vision, hearing and speaking abilities.

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JUDGMENTS AND DECISIONS

JUDGMENTS AND DECISIONS:

Responsible for guiding others, requiring a few decisions affecting a few co-workers; works in a stable environment with clear and uncomplicated written/oral instructions but with some variations from the routine.

ADA COMPLIANCE

The Town of Waynesville is an Equal Opportunity Employer. ADA requires the Town to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

Interested applicants may submit an application to:

**Town of Waynesville,
Brittany Angel, HR Specialist
Human Resources Department
16 S. Main Street
Waynesville, NC 28786**

Or via email to bangel@waynesvillenc.gov

Applications will be accepted until December 20, 2019