

FLSA STATUS	Non-exempt	CIVIL SERVICE	No
UNION	No	TELECOMMUTE ELIGIBLE	No
DEPARTMENT	Beach	DEPARTMENT NUMBER	445
REPORTS TO (TITLE)	Aquatic Facility Manager	JOB FAMILY	Parks and Recreation
PAY GRADE	1	DATE OF LAST REVIEW	October 2024

NATURE OF WORK

The Program Instructor manages and prepares classes for instruction at The Beach. They ensure that events are executed in a way that meets the goals and objectives set for each program. They oversee the planning or assign personnel to handle the process. Program instructors must have excellent communication skills, especially on gaining the participants' attention and engaging them to join the activities prepared for the day.

DUTIES / RESPONSIBILITIES *(These are the highlighted responsibilities of the position. An employee in this position may also be required to perform other related duties as assigned.)*

1. Organizes, implements, and participates in assigned programs and activities related to specialized recreation and community partnership program areas
2. Provides input into the preparation of annual budget for assigned programs; monitors and accounts for assigned monies. Initiates and coordinates the purchase of supplies and equipment.
3. Oversees, coordinates and participates in the preparation, scheduling and use of required facilities for assigned programs and activities. Communicates with scheduled groups to confirm use of the facility and identifies the needs of the user group. Updates emergency and other pertinent information on a regular and as-needed basis.
4. Provides customer service to applicants, participants, and the general public. Acts as information source regarding assigned programs. Sends requested brochures, schedules and applications. Refers inquiries to other City or parks and rec services as appropriate.

FUNCTIONAL SPECIFIC RESPONSIBILITIES MIGHT INCLUDE:

N/A

SUPERVISORY RESPONSIBILITIES

Does not officially supervise other employees.

TRAINING/EDUCATION AND EXPERIENCE REQUIREMENTS

High School Diploma or equivalent (G.E.D.)

LICENSING / SPECIAL REQUIREMENTS

N/A

SKILL / ABILITIES REQUIREMENTS

Communication skills

PHYSICAL REQUIREMENTS

Positions in this class typically require: climbing, balancing, stooping, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

WORKING ENVIRONMENT / CONDITIONS

The working environment / conditions for this position frequently include:

- Hazardous physical conditions (mechanical parts, electrical currents, vibration, etc.)
- Hazardous materials (chemicals, blood, other body fluids, etc.)
- Extreme temperatures
- Environmental (challenging behaviors, imminent danger, threatening environment)
- Ability to work outdoors including adaptability to reasonable cold and warm weather, extreme temperatures, precipitation and various levels of light.

CLASSIFICATION HISTORY

DATE	COMMENT
November 2023	Updated per PDQ by BC
October 2024	Updated with departmental feedback by BC

EEOC

The City of Ottumwa is an Equal Opportunity Employer. In compliance with applicable state and federal law, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.

ACKNOWLEDGEMENT

I have read the job description and can perform the essential functions of the job either with or without a reasonable accommodation.

Date	Signature

NOTE

The above position description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.