



Quality Assurance Mission Statement: Through a Total Quality Concept, provide everyone who works, visits, or participates in our facilities, parks and programs with a safe, enjoyable and fulfilling experience.

INSTRUCTOR - PICKLEBALL AND INSTRUCTOR - YOGA

DEADLINE FOR APPLYING: Open until filled in preparation for summer classes and programs.

To apply online: <https://www.governmentjobs.com/careers/norfun/> or submit to the Personnel Office located at the District's Administrative Center, 3825 Riverlakes Drive, Bakersfield, Ca., 93312, a District Employment Application (resume's will be accepted only with a completed Application). Current employees can submit an Employee Job Interest Form. Visit the district's website at www.norfun.org, Human Resource, Current Opportunities, or request from the Personnel Office at 392-2000.

BASIC FUNCTION: Depending upon the level of responsibility, assists, prepares, plans, organizes and/or conducts instruction of District classes for participating students.

Currently seeking an instructor to teach Pickleball and an instructor to teach Yoga.

Pickleball classes have already been scheduled starting July 1, 2024. For class details, visit the District's website at <https://www.norfun.org/pickleball-peak-beginners-retreat>

Yoga classes have not been determined. NOR will work with the instructor to determine a schedule.

HOURLY RATES: dependent upon level of responsibility:

Instructor I - serves as a secondary instructor, assisting a lead instructor. \$22.00 per hour
Instructor II and III - serves as a primary instructor. II \$25.00 per hour & III \$28.00 per hour

QUALIFICATIONS:

Training and Experience: All require experience in a teaching capacity in the related area.

Instructor I - requires at least one year of demonstrated knowledge and experience related to the activity.

Instructor II - requires at least two years of demonstrated knowledge; experience related to the activity; and one year of experience in a teaching capacity related to the activity. Supervisory experience is desired.

Instructor III - in addition to Instructor II, must have one year of supervisory experience. Formal education and/or certification in the area related to the activity may be substituted for one year of demonstrated knowledge.

Knowledge: Some general computer operations including data entry, word processing, and spreadsheets.

Instructor I - demonstrated knowledge of the techniques of the specific activity.

Instructor II and III - in addition to Instructor I, knowledge of class curriculum development.

Ability to: be sensitive, mature, and relate well to both children and adults; develop and maintain effective working relationships; communicate both orally and in writing with participants, coworkers, district staff, management, and the public; follow written and oral instructions; lead participant activities; exercise sound judgment within district policy; maintain a high level of professional behavior and confidentiality; maintain clear and concise records and/or reports; and accommodate the work schedule as assigned or agreed upon.

Must be able to: relate to other people beyond giving and receiving instructions; can get along with co-workers or peers without exhibiting behavioral extremes; perform work activities requiring negotiating, instructing, supervising, persuading or speaking with others; and respond appropriately to correction and feedback from a supervisor.

Licenses and certificates: Must possess the appropriate certifications required for specific classes. (i.e., CPR and First Aid Instructors require Red Cross Instructor certification).

PHYSICAL DEMANDS AND WORK ENVIRONMENT: Work activities may be performed in an indoor classroom environment, indoor gymnasium environment, or various outdoor sport environments as assigned (i.e. park turf, athletic fields, courts, and playgrounds). Regularly communicate with participants, parents, staff and the public. Physical demands based on the specific activity. The qualification requirements listed above are representative of the knowledge, skill, and/or ability required to perform the essential functions of the job. Physical demands and work environment characteristics are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CONDITIONS OF EMPLOYMENT: An offer of employment will be contingent upon passing the following:

- A background investigation will be conducted to include fingerprinting.
- Must submit verification of your identity and citizenship or legal right to work in the United States.

DUTIES AND RESPONSIBILITIES: The following typical tasks and responsibilities are representative of the position's essential duties. Instructor levels depend upon the level of experience and/or responsibility for the assigned class.

Instructor I

- Assists in the preparation of curriculum and implements curriculum and goals.
- Prepares materials and site for total number of participants enrolled in the program.
- Assists in the instruction of classes in accordance with District guidelines, working with individual students or groups of students.
- Begin and end classes as scheduled, leaving the site in the same general condition as found.
- Maintains accurate records of participant attendance.
- Recommends goals and objectives for the program area.
- Recommends the purchase of needed materials and supplies in accordance with District purchasing procedures.
- Ensures maximum safety and reports accidents and hazardous conditions as they occur.
- Interacts and communicates with NOR staff, primary instructors, and parents in a positive manner.
- Participates in staff training as needed and maintains required training for the position.
- Performs related duties as assigned or as the situation dictates.

Instructor II and III, in addition to the above duties:

- Develops program curriculum and assesses class performance and feedback and adjusts **curriculum** accordingly.
- Instructs classes in accordance with District guidelines, working with individual students or groups of students and evaluates skill and knowledge level attained by students.
- May direct an assistant in activities.
- As needed, registers participants collecting and receipting fees using a computerized registration program.

DISTRICT EXPECTATIONS OF THIS POSITION:

- Consistently reports to work on time prepared to perform job duties.
- Prioritizes and performs duties as workload necessitates.
- Communicates regularly with supervisor about program issues.
- Provides outstanding customer service.
- Maintains respectful attitude.
- Interacts with customers and co-workers in a positive and courteous manner.
- Responsible for the efficient and effective delivery of services.

EQUAL OPPORTUNITY EMPLOYER

NORTH OF THE RIVER RECREATION AND PARK DISTRICT
3825 RIVERLAKES DRIVE, BAKERSFIELD, CA 93312 661-392-2000 www.norfun.org