

# Mokena Community Park District

10925 West La Porte Road - Mokena, IL 60448



**JOB TITLE:** Program Instructor - Athletics  
**DEPARTMENT:** Recreation  
**REPORTS TO:** Recreation Supervisor  
**CLASS/FLSA:** Seasonal Part-Time, Non-Exempt  
**HOURS:** Varies  
**DAYS:** Varies

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## **SUMMARY**

Under the direction and supervision of the Recreation Supervisor, the Program Instructor acts as a representative of the Recreation Department and is responsible for assisting in the developing, planning, and implementing age-appropriate curriculum for existing and new athletic programs. The employee follows goals and objectives determined by the Recreation Department.

## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Include, but are not limited to:

- Within District's established goals, objectives, policies, and procedures, assists with the planning, supervising, and delivering of athletic events, programs, and camps.
- Works to ensure a safe environment for program participants, Park District staff, and members of the general public, within the established Mokena Community Park District Loss Control Program.
- Maintains positive public relations and provides enthusiastic customer service by greeting and welcoming guests and recreation program participants with a warm and friendly attitude.
- Performs other duties as requested by immediate supervisor.

## **SKILLS AND EDUCATIONAL REQUIREMENTS**

Must be able to interact and be a positive role model for kids of all ages.

Must have good oral and written communication skills and have the ability to organize and plan in advance. Initiative and independent work habits are a must.

Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

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### **WORKING ENVIRONMENT**

Ability to work in a hands-on flexible team environment as well as independently. Must be able to work during various weather conditions and temperatures, indoors and outdoors. While performing the duties of this job you must be able to sit, walk, use your hands, talk and listen attentively. He/She should be able to lift 10-50 lbs. The noise level in the work environment is quiet to loud, depending on the circumstances.

### **PSYCHOLOGICAL CONSIDERATIONS**

Individual must have the ability to deal with people under occasional stressful situations. Must be able to resolve differences and problems that will arise with customers as well as staff. This is a highly visible position with much public interaction. He/She must maintain a positive approach to public service.

### **COGNITIVE CONSIDERATIONS**

Ability to perform a variety of tasks, often changing assignments on a short notice. Ability to prioritize tasks and demonstrate organizational skills. Must possess a high level of verbal communication skills; be able to follow directions; exhibit good problem solving abilities and good judgment; and work within the guidelines and policies set forth by the Mokena Community Park District Board of Commissioners.

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I, \_\_\_\_\_, have read and understand all aspects of this job description and accept the duties set forth. The Executive Director may amend this position's description from time to time at his/her discretion. In addition, the Executive Director and/or appointed authority has and retains the right to revise, eliminate, combine, and/or establish positions and classifications.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date