



MONTGOMERY TOWNSHIP

POSITION TITLE: PROGRAM INSTRUCTOR –
Silver Sneaker Certified
Temporary, Part-time, Non-exempt
DEPARTMENT: Recreation
DATE APPROVED: February 1, 2021

GENERAL DESCRIPTION:

Responsible for instruction of specific program/discipline/activity focus to a variety of participants.

SUPERVISION RECEIVED:

Under the direct supervision of the Community & Recreation Center (CRC) Supervisor, or his/her designee.

SUPERVISION EXERCISED:

None.

ESSENTIAL JOB FUNCTIONS:

Leads specific recreation activities and encourages participants' interest; may provide via in-person or virtual programs.

Develops and implements program curriculum in relation to the mission, values, and vision of the Montgomery Township CRC.

Supervises and instructs program participants in the program guidelines, rules and proper participation in games and various recreational activities, while ensuring the health and safety of class participants.

Maintains inventory of equipment and supplies, including inspecting to ensure compliance with event and safety regulations.

Prepares and sets up needed equipment and supplies prior to participant arrival.

Responsible for the health and safety of class participants, ensuring proper behavior on the part of program participants; takes corrective action as needed; responds quickly to potentially hazardous situations and accidents; prepares reports related to incidents.

Effectively communicates needs of the program to the CRC Supervisor.

Maintains cooperative working relationship with other employees, supervisors and managers.

Responsible for knowing and implementing emergency procedures (health and welfare) and evacuation plans.

The above is intended to describe the general nature and level of work being performed in this position; they are not intended to be an exhaustive list of all duties, responsibilities and qualifications of this position. Performs related duties and responsibilities as required.

JOB STANDARDS: (Minimum qualifications needed to perform essential functions)

Be knowledgeable in the skills required of each level of instruction, and be able to teach, and demonstrate, these skills properly and safely to the class participants.



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Strong customer service and communication skills.

Must have the ability to work well with participants of all ages, as required.

Must have the ability to multitask and react quickly to a variety of circumstances.

Must have the ability to understand and follow directions.

Must have the ability to apply good judgment and organization while conducting an activity.

Physical ability, including visual acuity, to perform the essential functions of the job, including hands-on physical work.

Must have the ability to work in both internal and external environmental conditions for extended periods of time.

Must be able to adhere to schedule as established in advance.

Must have the ability to work in an environment with a moderate noise level.

JOB LOCATION: (Place where work is performed)

Montgomery Township Community and Recreation Center (CRC), 1030 Horsham Road, Montgomeryville, PA 18936.

EQUIPMENT: (Examples of machines, devices, tools, etc., used in job performance)

Standard sports equipment for activities such as basketball, soccer and football. Art supplies for activities. Cleaning equipment, such as a mop, broom, vacuum cleaner. Standard office equipment, such as computer, telephone, copier, calculator. Program specific supplies as required.

EDUCATION, EXPERIENCE AND TRAINING:

MUST be Silver Sneaker Certified, required.

Must be at least 18 years of age.

Successful results upon completion of pre-employment background checks, pre-employment physical, assessments or tests, as applicable, required.

Certification in Adult and Pediatric First Aid/CPR/AED, required (can be obtained within 90 days after date of hire).

Maintain certifications, clearances, and training as required, i.e. Child Protective Services Law clearances and blood-borne pathogens training.

Ability to communicate well and demonstrate proven skills and abilities, required.

Physical Demands of Position

In an 8-hour workday, this job requires the physical ability to: (maximum capability listed below)

Sit 2 hours; Duration at one time: 1 hour
 Stand 8 hours; Duration at one time: 8 hours
 Walk 8 hours; Duration at one time: 8 hours

In terms of an 8 hour workday: "Never" is less than 1%, "Occasionally" equals 1% to 33%, "Frequently" equals 34% to 66%, "Continuously" equals 67% to 100% of the time. Reasonable accommodations that do not cause an undue hardship will be made as required by local, state and federal law.

Job requires the physical ability to LIFT:

	Never	Occasionally	Frequently	Continuously
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21-30 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31-40 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41-50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to CARRY:

	Never	Occasionally	Frequently	Continuously
Up to 10 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
11-20 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
21-30 Pounds	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
31-40 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
41-50 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
51-100 Pounds	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Job requires the physical ability to function in activities involving:

	Never	Occasionally	Frequently	Continuously
Bending	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Squatting	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crawling	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Climbing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reaching	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Unprotected Heights	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Being around moving machinery	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to marked changes in temperature and humidity	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driving a vehicle	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exposure to dust, fumes and gases	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>