

CARMEL CLAY BOARD OF PARKS & RECREATION

POSITION DESCRIPTION

Please apply at: www.carmelclayparks.com/employment

POSITION TITLE:	PROGRAM INSTRUCTOR – NATURE PROGRAMS
DIVISION:	MONON COMMUNITY CENTER
REPORTS TO:	RECREATION PROGRAM SUPERVISOR
FLSA STATUS:	NON-EXEMPT - \$10.00 - \$12.00

Organization Information:

Carmel Clay Parks & Recreation (CCPR) holds the Gold Medal Award for Excellence in Park and Recreation Management by the American Academy for Park and Recreation Administration (AAPRA) in partnership with the National Recreation and Park Association (NRPA) for parks serving populations of 75,001 to 150,000. As an accredited agency, the department serves the recreation, fitness, and nature needs of the community, manages and develops existing spaces and resources and creates a sustainable future for parks and recreation programs through a financially viable and environmentally conscious parks system. CCPR manages and maintains more than 500 park acres and numerous recreation facilities, including the Monon Community Center and The Waterpark. In addition, CCPR has partnered with Carmel Clay Schools to establish Extended School Enrichment (ESE), a before and after-school care program for K-6 students located at all eleven Carmel elementary schools. The Summer Camp Series is a component of ESE that offers 12 different summer camps accommodating children ages 5-15. For more information, visit carmelclayparks.com.

Purpose of Position:

The purpose of this part-time position is to effectively assist the Naturalist in instructing adolescents in the Carmel/Clay community regarding the outdoors and nature during recreational nature programs and half-day camps.

Essential Duties and Responsibilities:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

- Able to enthusiastically and effectively instruct youth participants ages 4-10 regarding the outdoors and nature.
- Uses excellent customer service skills to establish and maintain effective working relationships with other employees and all members of the general public.
- Enforces applicable rules and regulations with program participants and facility users.
- Responds to public inquiries, suggestions and complaints. Informs management as necessary.
- Maintains a safe and clean work environment.
- Reliable attendance and timeliness to scheduled shifts.
- Attends meetings as required.
- Must adhere to CCPR dress code standards.
- Performs other related work as required.

Knowledge, Skills & Abilities Required to Perform Essential Job Functions:

- Basic knowledge of nature.
- Ability to work a varied schedule including days, evenings, and weekends.
- Ability to work outdoors, while standing or walking for long periods of time.
- Ability to assess people and varying situations, and act accordingly.
- Ability to positively adhere to and enforce Carmel Clay Parks & Recreation policy and procedures; implement emergency plans.
- Ability to positively promote the image of Carmel Clay Parks & Recreation.
- Ability to establish and maintain effective working relationships with employees, guests and the general public.
- Ability to communicate effectively orally and in writing; ability to give and understand oral and written instructions.

Qualifications Required to Perform Essential Job Functions:

- Prior Camp Counselor or teaching/instructor experience preferred.
- Prior experience working with ages 4 – 10.
- Minimum 18 years of age with high school diploma or GED.