

**Job Title:** Athletic Instructor

**Summary:**

Under the direction of the Recreation Supervisor-Athletics and Camp, the Athletic Instructor is responsible for planning, organizing, and implementing athletic and sports-based programs for youth participants. This position focuses on teaching fundamental sports skills, promoting physical fitness, and creating a safe, inclusive, and engaging environment for participants ages 3–12 years. The Athletic Instructor plays an important role in encouraging teamwork, sportsmanship, and confidence through recreational sports and physical activities.

**Hours:**

Variable shifts including afternoons, evenings, and weekends depending on program schedules.

**Qualifications:**

- Minimum of 18 years of age with a high school diploma or equivalent.
- One (1) or more years of experience coaching, teaching, or leading youth athletic programs preferred.
- Knowledge of basic sports rules, drills, and skill development techniques.
- CPR/AED certification or ability to obtain within 30 days of hire.
- Must pass a criminal background check and drug screening.

**Desired Skills and Attributes:**

- Passion for working with youth and promoting physical activity.
- Ability to teach age-appropriate athletic skills in a fun and supportive environment.
- Strong leadership and group management skills.
- Ability to motivate and engage participants of varying skill levels.
- Excellent communication skills with participants, parents, and staff.
- Positive attitude with an emphasis on teamwork and sportsmanship.

**Essential Duties and Responsibilities:**

- Plan, organize, and lead athletic programs, sports clinics, camps, and recreational activities.
- Teach and demonstrate fundamental skills in sports such as soccer, basketball, baseball/softball, and other recreational games.
- Ensure the safety and well-being of all participants during activities.
- Supervise participants and maintain appropriate behavior and sportsmanship.
- Set up, transport, and take down sports equipment and materials before and after activities.
- Maintain a clean, safe, and organized athletic environment.
- Adapt drills and activities to meet varying skill levels and developmental abilities.
- Communicate with parents and guardians regarding participant progress, behavior, and any concerns.
- Maintain attendance records, incident reports, and other required program documentation.

- Collaborate with the Recreation Supervisor and other district staff to develop engaging athletic programs.
- Assist with other athletic program duties as required.

**Core Competencies:**

- **Safety & Security:** Demonstrates strong safety awareness and judgment; reports unsafe conditions promptly; follows all Park District policies.
- **Attendance & Punctuality:** Maintains consistent attendance and arrives on time for scheduled shifts.
- **Dependability:** Follows instructions, meets deadlines, and accepts responsibility for actions.
- **Planning & Organization:** Prioritizes tasks effectively and manages time efficiently.
- **Judgment:** Makes sound decisions, includes others appropriately in the decision-making process, and acts in a timely manner.
- **Professionalism:** Demonstrates respect, accountability, and composure under pressure.
- **Customer Service:** Responds promptly and courteously to customer needs; seeks feedback to improve service.
- **Teamwork:** Works collaboratively and supports team success.
- **Organizational Support:** Adheres to policies, procedures, and organizational values.

**Physical Requirements:**

- Ability to run, bend, squat, and demonstrate athletic movements during instruction.
- Ability to lift, carry, and move equipment up to 30 lbs.
- Ability to stand and remain active for extended periods during practices and activities.

**Position Type:** Part-time, at-will, hourly employee (no benefits except as required by law)

**Pay Range:** \$17–\$19 per hour (Depending on Qualifications)