



**JOB TITLE:** Certified Instructor/Teacher Full-time or Part-time Seasonal –Hourly  
(Temporary Assignment)

**EMPLOYER:** City of West Park

**DEPARTMENT:** Parks & Recreation

**REPORTS TO:** Parks and Recreation Operations Manager

**EFFECTIVE DATE:**

**SUMMARY:** The Certified Instructor/Teacher is responsible for performing instructional, supervisory and participatory work in planning, executing and directing assigned educational activities and programs at Camp B.R.A.V.E.R.Y. Juvenile Crime Prevention Program.; ensuring all aspects of the subjects are properly taught, accurate accountability of all children's test results, student participation in every task, and overall classroom management; executing educational and cultural programs; scheduling instructional activities; assisting the Program Supervisor through oversight of educational program components; and performing instructional administration functions.

**DUTIES AND RESPONSIBILITIES:**

- Assist in planning, organizing, teaching and leading various age and ability individuals and groups in general and specialized educational instruction and activities that may include arts and crafts, math, reading, science, writing, music, drama and Teen Outreach Program.
- Enforces safety policies and procedures.
- Assists in the rendering of first aid in cases of minor injuries.
- Oversees all aspects of their class and/or group throughout the assigned time to include educational, recreational, cultural, and any program field trips.
- Maintains records and prepares reports as directed.
- Serves as the stronghold assistant to the Operations Manager, Summer Site Leader, Case Manager and any pertinent supervisor serving in the role of program oversight.
- Performs other related duties as assigned by management.

**SUPERVISORY RESPONSIBILITIES:**

- This job has no supervisory responsibilities.

**QUALIFICATIONS:**

- Bachelor's Degree (BA) from four-year college or university, or one to two years of related experience and/or training, or equivalent combination of education and experience.
- Certificates, licenses and registrations required:
  - Must have a valid K-12 Florida Teaching Certificate at time of program commencement.
  - Must have a minimum of the licensing standard with regard to professional qualifications, applicable licensing and certification requirements from their respective disciplines.
  - Must be able to pass a Level 2 ACHA background screening.

- Computer skills required:
  - Development Software; Microsoft Office Suite
- Other skills required:
  - Previous experience in a similar environment preferred.
  - Knowledge and understanding of the interests and characteristics of various age groups, and the ability to apply this knowledge in supervision of and participation in activities.
  - Knowledge of the principles, practices and techniques of public educational and recreational activities and programs, and of major instructional procedures, rules and regulations.
  - Knowledge of basic safety and first aid procedures.
  - Ability to fully administer and teach the assigned curriculum.
  - Ability to understand and follow oral and written instructions.
  - Ability to keep records and prepare reports.
  - Ability to organize and actively participate in various indoor and outdoor educational and recreational activities.
  - Ability to serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Ethics and Conflict of Interest policies.
  - Ability to establish and maintain effective working relationships with the general public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds regardless of race, religion, age, sex, disability or political affiliation.

#### **COMPETENCIES:**

- **Diversity** - Demonstrates knowledge of EEO policy; Shows respect and sensitivity for cultural differences; Educates others on the value of diversity; Promotes a harassment-free environment; Builds a diverse workforce.
- **Ethics** - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.
- **Adaptability** - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.
- **Attendance/Punctuality** - Is consistently at work and on time; Ensures work responsibilities are covered when absent; Arrives at meetings and appointments on time.
- **Customer Service** - Manages difficult or emotional customer situations; Responds promptly to customer needs; Solicits customer feedback to improve service; Responds to requests for service and assistance; Meets commitments.
- **Dependability** - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.
- **Initiative** - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.
- **Innovation** - Displays original thinking and creativity; Meets challenges with resourcefulness; Generates suggestions for improving work; Develops innovative approaches and ideas; Presents ideas and information in a manner that gets others' attention.
- **Judgement** - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

- **Leadership** - Exhibits confidence in self and others; Inspires and motivates others to perform well; Effectively influences actions and opinions of others; Accepts feedback from others; Gives appropriate recognition to others.
- **Motivation** - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.
- **Oral Communication** - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- **Planning/Organizing** - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.
- **Professionalism** - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.
- **Quality** - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- **Quality Management** - Looks for ways to improve and promote quality; Demonstrates accuracy and thoroughness.
- **Quantity** - Meets productivity standards; Completes work in timely manner; Strives to increase productivity; Works quickly.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.
- **Strategic Thinking** - Develops strategies to achieve organizational goals; Understands organization's strengths & weaknesses; Analyzes market and competition; Identifies external threats and opportunities; Adapts strategy to changing conditions.
- **Teamwork** - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- **Written Communication** - Writes clearly and informatively; Edits work for spelling and grammar; Varies writing style to meet needs; Presents numerical data effectively; Able to read and interpret written information.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

- Frequently required to stand.
- Frequently required to walk.
- Frequently required to sit.
- Frequently exposed to outside weather conditions.
- The employee must occasionally lift and/or move supplies or equipment.

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*The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or physical requirements. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*