

**LINDENHURST PARK DISTRICT**  
**JOB DESCRIPTION**

Job Title: Athletic Instructor  
Classification: Part Time, Hourly  
Salary Range: \$8.25-\$15.00/hr  
Department: Recreation



**JOB SUMMARY**

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The Lindenhurst Park District Athletic Instructor is responsible for aiding the Athletic Manager with the operation athletic programing.

**JOB DUTIES**

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1. Leading sport activities
2. Set and take down equipment
3. An ability to listen and follow directions
4. Take attendance
5. Report any discrepancy to the Athletic Program Manager
6. Respond to participants/ parents questions and concerns
7. Meet uniform and appearance standards
8. Perform other duties as assigned
9. Treat every customer with courtesy, respect and friendliness.
10. Ensure the safety of all participants and protection of park district property
11. Able to communicate effectively and at times, work independently and unsupervised.

**STAFF EXPECTATIONS**

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This position requires the ability to demonstrate leadership, initiative, and creativity in order to establish and direct a comprehensive recreational program. Ability to effectively supervise school-aged children, lead activities, and provide positive discipline. Be a role model to participants and other staff members. Communicate appropriately and effectively to participants, families, coworkers and general public. This person must have the ability to produce accurate work on a timely basis and to perform duties with initiative, persistence, creativity, integrity, good judgment, tact and courtesy. Knowledge of Lindenhurst Park District's properties, facilities, and staff.

**SAFETY & LOSS CONTROL**

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Obey and enforce safety rules and procedures as listed in the Safety Manual for Staff and Volunteers, and with applicable sections of the Personnel Policy Manual(s).

Ensure that all personnel and volunteers receive instruction and understand the safe use of equipment and materials specific to each job/task they may undertake. Current first-aid and CPR certificate or ability to certify upon hire is required. Should be familiar with the use of current safety precautions used in recreation and park settings. Ensure availability of appropriate personal protective equipment and first-aid kits. Set a good example by properly wearing/using the equipment. Continually observe and evaluate work conditions and practices. Correct unsafe conditions and practices immediately upon discovery.

Report all incidents, accidents, and injuries promptly. Comply with all reporting requirements and follow-up investigating procedures to remedy unsafe conditions.

**EMPLOYMENT STANDARDS**

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Academic Preparation – Training, Experience & Desirable Attributes - Must be at least 16 years of age. Preference is given to applicants with experience working with the public.

Positive attitude, ability to work collaboratively and to solve problems. Can-do attitude, and ability to take initiative.

Lindenhurst Park District will conduct a criminal background check on all applicants for this position. Applicants may be required to submit fingerprints and/or other identification information in order to facilitate such an investigation. Lindenhurst Park District reserves the right to make any and all inquiries into an applicant’s employment and driving record. It will request the applicant’s driving record abstract from the Secretary of State. The applicant must submit all necessary information, including the applicant’s full name and driver’s license number so Lindenhurst Park District can obtain the abstract.

Employees are required to furnish proof of citizenship or right to work by completing the federal Form I-9 and proving the appropriate supporting documentation within the first three days of employment. Employees may also be required to furnish the Lindenhurst Park District with a certified proof of date of birth at the time of hire.

The staff may terminate employment with the Lindenhurst Park District at any time and the Park District reserves the similar right.

#### SIGNIFICANT RESPONSIBILITY

Due to the nature of the Building Attendant position and the parks and recreation field, this person is expected to work a schedule that fulfills the objectives of the Lindenhurst Park District including and without limitation, attending work related meetings during early morning and some evening hours.

#### PSYCHOLOGICAL CONSIDERATIONS

The Building Attendant must resolve differences and problems that arise with citizens, participants, personnel, and volunteers.

#### PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

Employee performs activities both indoors and outdoors. Indoor environment conditions will include lighting and temperature. Employee will periodically perform activities outdoors as well. Outdoor environmental conditions will include temperature (extreme heat or extreme cold) and other relative to programming.

Sitting – occasionally	Walking – frequently	Strength – Up to 40lbs; up to 100lbs with assistance
Kneeling – occasionally	Crouching – occasionally	Crawling – occasionally
Reaching – frequently	Handling – frequently	Feeling – occasionally

#### PHYSIOLOGICAL CONSIDERATIONS

Will need to respond quickly and accurately. Must be able to work and communicate effectively with the volunteers, participants, parents, media, staff, etc.

#### COGNITIVE CONSIDERATIONS

Employee must be able to follow directions and perform work activities as described. Must be able to read and understand written materials and manuals and follow rules and verbal instructions. Must possess good safety awareness and judgment.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

It is the policy of the Lindenhurst Park District, in accordance with State and Federal law to provide equal employment opportunities to all qualified persons. All personnel policies and decisions pertaining to hire, promotion, transfer, layoff, rates of pay, discipline, discharge and other terms and conditions of employment are made and executed without regard to race, color, religion, sex, national origin, citizenship status, ancestry, age, marital status, military status, physical or mental disability unrelated to a person's ability to perform the essential functions of his/her job, association with a person with a disability or unfavorable discharge from military service.

I UNDERSTAND AND WILL COMPLY WITH ALL AREAS WITHIN THIS POSITION DESCRIPTION AND ANY AND ALL OTHER PARK DISTRICT POLICIES, RULES AND GUIDELINES AS PROMULGATED PERIODICALLY.

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Signature of Employee

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Date

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(Please Print Full Name of Employee)