

Title: Zumba™ Instructor

Wage: \$15/hour

Date Posted: 6/2/2014

Department: Parks & Recreation

Number of Positions: 1

Vacancies: 1

Closing Date: 6/30/2014

Interviews: 7/9/2014

Job Summary

Under the immediate supervision of the Recreation Supervisor. Responsible for performing Zumba™ instruction. Must be certified as a Zumba™ instructor.

General Responsibilities

- Represents Highland Parks and Recreation in the most positive manner with current staff, Park Board and Town Council Officials, and the community we serve. Interacts effectively with a diverse group of staff and other customers of our service. Learns and uses operating practices of the Highland Parks and Recreation Department.
- Upholds our mission “to enrich the lives of our residents by providing leisure facilities, programs and services in a clean and safe environment for all ages.”
- Handles confidential information with tact and discretion.
- Confronts inappropriate behavior, documents incidents, and refers policy violators as needed.

Specific Responsibilities:

- Participate in mandatory staff orientation, training, meetings and ongoing education.
- Provide and monitor individual guidance and motivation to customers to enable each one to perform to his/her fullest potential.
- Communication with staff and other departments and administration.
- Enforce Highland Parks and Recreation Department policies and procedures.

Job Requirements

- High school diploma required. Certification required and work experience preferred.
- At least one year of experience in Physical Education/Sports Medicine/Physical Training or other related field with high customer/client contact required.
- Demonstrate progressive growth in the field of fitness and wellness and facility maintenance preferred.
- Strong work ethic, intense drive, and initiative for quality and customer service.
- Exhibit responsibility, flexibility and leadership.
- Excellent written and oral communication skills.
- Excellent listening and empathy skills.
- Excellent problem-solving skills both one-on-one and in group situations.
- Ability to function appropriate under stressful conditions. Good stress management skills required.
- Ability to maintain organization in a changing and stressful environment.
- Ability to work cooperatively with patrons, staff, Town Council and Park Board officials.
- Ability to interpret general rules and regulations.
- Ability to enforce rules and regulations firmly and fairly.

Special Requirements

Ability to pass a background check; able to meet physical requirements (walk for extended periods, stand for extended periods, run when necessary, lift up to 50 lbs with no assistance); good verbal and written communication skills, preferred age of 21 years or older; valid Indiana Driver's license. Must be certified in CPR, First Aid & AED prior to start date.

Work Hours

- 6pm-7pm Fridays (Possible Wednesdays also)
- This position is subject to at-will employment status and can be terminated at any time for any reason.
- At the Dept.'s Discretion, the Work Location and Work Days/Hours May Be Subject to Change.
- This position can be closed at any time.

Benefits: This part-time position has no benefits.

Work Location: Highland Parks & Recreation (Lincoln Center) 2450 Lincoln Street, Highland, IN 46322