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## **Athletic Instructor**

### **Job Description**

Job Type: Part-time

Salary: \$10.00 /hour

Teaches and instructs athletic programs for tots, youth, teens, adults and older adults

Maintain accurate attendance records of program participants

Establish an open line of communication with participants and parents

Supervise participants enrolled in the program at all times

Maintain order and enforce rules during the program

Perform set-up and clean-up responsibilities

Ensure equipment is maintained properly and supplies are stored in an orderly fashion in the appropriate storage closet

Submit paperwork in a timely manner, which may include, but is not limited to, attendance records, accident reports, receipts, program outlines, etc.

Demonstrate and support park district customer service standards

Follow district and departmental safety, personnel, and administrative policies, procedures and ordinances

Distribute flyers or other information to participants when required

Communicate with the Athletic Supervisor on a regular basis to inform him/her of the program status or any program-related concerns or issues

Perform other duties as assigned

Submit a cover letter and resume to Marge Stabile at [mstabile@veteransparkdistrict.org](mailto:mstabile@veteransparkdistrict.org) if interested in position.