

**CITY OF BLUFFTON**

**DEPARTMENT OF PARKS AND RECREATION APPLICATION FOR SEASONAL SPORTS INSTRUCTOR  
APPLICANTS MUST BE AT LEAST 16 YEARS OF AGE**

**\*\*PLEASE BE SURE ALL SPACES ARE FILLED OUT, IF NOT APPLICABLE PUT (NA)**

DATE: \_\_\_\_\_

APPLICANT NAME: \_\_\_\_\_

FULL ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

DL# \_\_\_\_\_ STATE: \_\_\_\_\_ EXPIRATION DATE: \_\_\_\_\_

PERSON TO NOTIFY IN CASE OF EMERGENCY: \_\_\_\_\_

RELATIONSHIP: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

ARE YOU A RESIDENT OF WELLS COUNTY: YES NO

DO YOU RESIDE WITHIN THE CITY LIMITS OF BLUFFTON: YES NO

(PERSONS APPLYING FOR POSITION (S) WITHIN THE BLUFFTON PARK & RECREATION DEPT. MUST BE RESIDENTS OF THE CITY OF BLUFFTON)

\*LIST PREVIOUS EMPLOYERS OTHER THAN THE BLUFFTON PARKS AND RECREATION DEPARTMENT &/OR THE WELLS COMMUNITY POOL.

\_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Phone \_\_\_\_\_

Please list 2 references:

Name Address Phone #

\_\_\_\_\_  
\_\_\_\_\_

Are you currently certified in First Aid? Yes No Are you currently certified in CPR? Yes No

Printed Name of Applicant: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

# City of Bluffton

## Job Description

**Job Title:** Sports Instructor  
**Department:** Parks and Recreation Department  
**Reports To:** Sports Coordinator  
**FLSA Status:** Exempt  
**Last HR Review:** July 2016

**Principal Function:** The Sports Instructor is responsible for teaching the skills, drills and fundamentals associated with their particular assigned sport to participants.

**Essential Duties and Responsibilities:** Duties include, but are not limited to:

1. Teaches the participants the rules and fundamental skills for the sport.
2. Assures that the activity is operated in a safe and orderly manner, keeping all participants safe.
3. Assures that the instruction area is kept clean and safe.
4. Prepares and maintains accurate records, as required.

**Supervisory Responsibilities:** This job has no supervisory responsibilities.

**Qualifications:** To perform this job successfully, an individual must be able to perform each essential duty according to the requirements of the organization. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

**Competencies:** To perform this job successfully, all employees working in the City should demonstrate the following competencies:

- **Customer Service** – Responds to requests for service and assistance; Manages difficult or emotional customer situations focusing on listening without interrupting and keeping one's emotions under control; Solicits customer feedback to improve service; Maintains confidentiality and meets commitments.
- **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 their own actions; Follows through on 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.

**Job-related Competencies** – To perform this job successfully, employees in this job should demonstrate the following competencies:

- **Problem Solving** – Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- **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.
- **Organizational Support** – Follows policies and procedures; Completes administrative tasks correctly and on time; Supports organization's goals and values; Benefits organization through outside activities; Supports affirmative action and respects diversity.
- **Safety and Security** - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

## City of Bluffton Job Description

- **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.

**Education and/or Experience:** High school diploma or general education degree (GED); or one year related experience and/or training; or equivalent combination of education and experience. Previous experience working as a fitness instructor and/or in a coaching job related to the assigned sport is desired.

**Other Skills and Abilities:** The following skills and abilities are either required or desired.

- The ability to instruct, teach and coach participants is required.
- A working knowledge of rules and regulations regarding the assigned sport is required.
- A working knowledge of the equipment needed for the assigned sport is required.
- A working knowledge of how to handle disputes, maintain order and enforce rules in a fair and impartial manner is required.
- First Aid, CPR and AED certification is desired.
- The ability to speak, read and write in English is required.

**Physical Demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee is regularly required to sit; stand; walk; use hands to finger, handle and feel; and talk or hear. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision (clear vision at 20 inches or less), distance vision (clear vision at 20 feet or more), color vision (ability to identify and distinguish colors), peripheral vision (ability to observe an area that can be seen up and down or to the left and right while eyes are fixed on a given point), depth perception (three-dimensional vision, ability to judge distances and spatial relationships), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities.

While performing the duties of this job, the employee regularly is exposed to work near fumes or airborne particles; and toxic or caustic chemicals when working with cleaning chemicals. The employee is occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate to loud.

Personal protective equipment must be worn as required.

While the offices of the City are open from 8:00 a.m. to 5:00 p.m., Monday through Friday, this position may require work beyond these hours and on the weekends and holidays. Employees may also be required to drive Parks and Recreation Department vehicles. Thus, a valid driver's license may be required.