



MASTER TEACHER

DEFINITION AND PURPOSE: Under the general direction of the Recreation Services Manager, the Master Teacher develops programs and performs other essential job functions, including teaching, marketing, training staff, coaching and/or designing curriculum.

ESSENTIAL JOB FUNCTIONS:

Responsibilities and duties include, but are not limited to the following:

- Develops curriculum and teaches in programs to best meet high quality industry standards
- Promotes program participation beyond outreach efforts by the District to maximize public participation. These efforts are designed to grow programs based on reputation of the Master Teacher and the program provided
- Enforces District rules, regulations, and policies at all times and ensures participants are abiding by District policies
- Responds quickly to all safety related issues
- Train staff in technical as well as philosophical principles
- Stays current with the latest research and trends in teaching and coaching
- Keeps teaching areas safe and clear of excess debris or equipment
- Maintains a positive relationship with the public in accordance with the policies and procedures of the District
- Act as liaison between user groups and Recreation Services Manager
- Notifies proper authorities and supervision in cases of emergency; complete and submit appropriate reports
- Discourages inappropriate behavior
- Attend meetings with supervisor as needed
- Keep supervisor aware of maintenance conditions and supply as needed
- Other duties as assigned

KNOWLEDGE, SKILLS, ABILITIES

Master teachers must have mastery of the subject area in which they are teaching. Strong organizational and teaching skills; ability to multi-task; budget management as pertaining to program; work independently; maintain records; communicate effectively both orally and in writing; public speaking skills; resolve unusual situations through application of District policy; meet the public in situations requiring diplomacy and tact; establish and maintain cooperative working relationships with District employees, contractors, user groups, volunteers and the general public. The Master Teacher must enjoy working in an interactive environment and understand the importance of customer service.

EDUCATION REQUIREMENTS AND QUALIFYING EXPERIENCES

21 years of age.

Prior experience (a minimum of 5 years) teaching with increasing responsibility. Mentoring and program curriculum design essential, program promotions experience desirable.

Bachelor's degree or master's degree in area of expertise. Substantial work experience can be substituted where appropriate.



LICENSES AND CERTIFICATES

CPR and First Aid certification desired.

If the position requires supervising or having disciplinary control over minors, fingerprint and background check per Section 5164 of the Public Resource Code is required. Conviction of certain criminal offenses may prohibit employment.

WORK ENVIRONMENT

Position may require sitting, standing, walking, running, reaching, twisting, turning, kneeling, bending, stooping, squatting and making repetitive hand movements in the performance of daily duties, occasionally on uneven terrain. The need to climb stairs, lift, carry equipment and supplies weighing up to 30 pounds is sometimes required. The position requires working in both an indoor, temperature-controlled environment and in outdoor environments in all weather conditions including wet, hot and cold and be exposed to heavy dust and pollen. The position sometimes requires several hours of work on swimming pool decks, in all weather conditions and in direct sunlight. The noise level of the indoor setting may be loud. The noise level of the outdoor setting can be loud, especially when working around maintenance equipment, and children. Position may require both day and evening hours, including weekend shifts.

This position requires you to carry out your duties on-site.

COMPENSATION: Part-time seasonal non-union position.

Wage rate range

\$27.60 - \$36.98

Auburn Area Recreation and Park District is an Equal Opportunity Employer.