

**Washington State University
University Recreation
Fitness and Educational Development**

Position: Non-Credit Recreational Course Instructor (Fitness, Dance, Martial Arts)

Duties:

- (60%) Lead instruction courses for anywhere from 5–40 people in the following locations: Student Recreation Center, Smith Gym, Down Under Recreation Center, and Chinook Student Center
- (15%) Develop and implement a lesson plan of a set of progression steps for skill development necessary for the course
- (5%) Prepare all instructional materials and required equipment lists
- (5%) Conduct and document daily inspection of activity areas and equipment
- (3%) Enforce program, department, University, and state policies
- (2%) Handle on site inquiries, conflict situations and concerns
- (2%) Administer first aid/handle emergency situations as necessary
- (2%) Complete appropriate forms as necessary
- (2%) Responsible for emergency evacuation of activity areas as necessary
- (2%) Assist in other tasks to present a complete and well-planned course to students
- (2%) Other duties as assigned

Essential Skills:

- Ability to successfully complete FIT course and audition
- Ability to pass pre-employment screening for teaching ability and knowledge
- Ability to resolve conflicts involving patrons
- Customer service skills
- Ability to uphold departmental policies in stressful situations
- Ability to recognize risks and implement departmental risk management procedures
- Excellent verbal communication skills
- Strong background in the specific activity they will be teaching
- Strong organizational skills and ability to organize and lead a class in a logical and well-planned manner
- Timeliness/professionalism

Pre-Employment Training Required (will be available to instructor candidates):

- Successful completion of Fitness Instructor Training course, offered through UREC
- American Red Cross First Aid, Infant/Adult/Child CPR and Adult/Child AED
- American Red Cross Epi Pen and Asthma Training
- Blood Borne Pathogens: Preventing Disease Transmission
- Completion of Safety Orientation Checklist
- Completion of New Employment Orientation

Additional Requirements

- Successful completion of WSU training on Sexual Harassment Prevention and Family Education Rights and Privacy Act
- Attendance at required staff meetings, trainings, and in-service
- Departmental policies and procedures knowledge
- Departmental risk management responsibilities knowledge
- Additional risk management and emergency procedure training as developed and required

Training Preferred:

- Prior teaching experience in relevant activity
- Certification by the governing organization of activity (AFAA, ACE, ADA, etc.)

NOTE: Whenever possible, University Recreation will assist instructors in getting such certifications if appropriate. All applicants interested in fitness instruction must complete training through University Recreation's FIT (Fitness Instructor Training) course before hire. These courses are offered throughout the academic year, check www.urec.wsu.edu for updates.

Risk Management Responsibilities:

- Complete all accident and incident reports
- First response to all emergencies
- Contact emergency services when necessary
- Report emergencies through program reporting lines
- Inspect and document all activity sites and equipment for safety
- Report hazards through program reporting lines
- Monitor participants for proper and safe activity
- Ensure participants fill out Risk and Release forms as necessary
- Properly follow procedures for clean up and disposal of biohazard waste
- Inspect 1st Aid/AED kits on a regular basis
- Manage all real or possible risks including potentially moving or canceling activities
- Follow the published course lesson plan and the skill development progressions as established for the class
- Knowledge of the equipment required for the activity and how to recognize damage or wear that could permit the equipment to malfunction, causing injury or worse.

Learning Outcomes:**Leadership**

1. Demonstrate leadership in a professional setting
2. Produce effective communication and conflict resolution
3. Identify practical and efficient decision making methods

Well-being

1. Employ appropriate and professional interpersonal skills
2. Demonstrate effective time management
3. Identify the basic components to leading a healthy lifestyle

Cultural Competency

1. Evaluate personal strengths and weaknesses
2. Determine suitable behavior in a culturally diverse environment
3. Recognize individuals' potential and contributions within the community

Hours Per Week: Determined by course type

Level of Responsibility: Level 1, suitable for entry

Hourly Wage: \$14.50–17.50 per hour, depending on type of course, certifications and level of experience

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