

Leisure Services Aide  
Tumbling Instructor

The City of Port Wentworth Leisure Services Department is currently seeking qualified applicants for Leisure Services Aide Tumbling Instructor position. This is a part time position that is March – December with June and July evening camps.

Applicants must be extremely dependable and reliable. Immediate positions are available. Our program is searching for outgoing, positive, and reliable instructors to teach non-competitive children ages: 3 years old-18years old.

A background in gymnastics, Cheerleading or tumbling is preferred and a love for children is a must! Our instructors must be enthusiastic, dependable, punctual, and have reliable transportation.

Applicants should include a basic resume with their replies to this posting, including contact information. Please, no phone calls before submitting your resume and being contacted by us.

Job Type: Part-time

Must have a high school diploma or GED equivalent, valid driver's license, at least one-year experience teaching tumbling or gymnastics, recreation, or youth activities. The application must be sent to the Port Wentworth Leisure Services Department, attention Tiffany Lancaster, 103Turnberry Street, Port Wentworth, Georgia 31407.

Applications will be accepted until the position is filled. The City of Port Wentworth is an  
equal Opportunity Employer.



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## **Leisure Services Recreation Aide – Part Time Position**

### **Leisure Services Department**

#### **Job Summary**

This position is responsible for the assisting of ongoing activities, programs and events.

#### **Major Duties**

- Assists with cutting grass, edging, managing a weed eater and blower.
- Assists with the lining and marking all baseball, softball, soccer, football fields.
- Assists with working/cleaning concession stands at all parks and gymnasium.
- Assists in passing out equipment and setting up equipment for all activities and programs.
- Assists in cleaning and maintenance of all department facilities and parks.
- Open/close and monitor gym/park for programs and events.
- Assists in/at all events and games with daily/event functions.
- Answers telephone, makes appropriate phone calls when needed, and provides information and assistance when needed.
- Instruct specific program classes according to knowledge and individual experience

#### **Knowledge required by the Position**

- Skill in the provision of public relation and customer service.
- Knowledge of department policies and regulations.
- Knowledge of computer and job related software programs.
- Skills in written and oral communication.
- Line and mark sports fields, work time clock and basic rules to sports and activities.
- Ability to work with participants and parents in a professional manner

## **Supervisory Controls**

The Director of Leisure Services assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

## **Guidelines**

- Guidelines include department policies and procedures. These guidelines are generally clear and specific, but may require some interpretation in application.

## **Complexity of work**

- The work consists of related program duties and event duties. Inclement weather contributes to the complexity of the position.
- The purpose of this position is to participate in the program and event coordination and implementation for our Leisure Services Department. Success in this position contributes to a safe, well maintained, attractive, well managed event or program and quality recreation for area residents of all ages.

## **Contacts**

- Contacts are typically with co-workers, other city employees, vendors, volunteers, officials, school officials, residents, community leaders and members of the general public.
- Contacts are typically to provide services; to give or exchange information; to resolve problems; or to motivate or influence persons.

## **Physical Demands/Work environment**

- Ability to work outside, ability to stand for long periods of time, ability to bend, crouch, walk, lift at least 40 pounds
- The work is typically performed in a gym, outside, in a park or on sports fields.

## **Supervisory and Management Responsibility**

None

## **Minimum Qualifications**

- High school diploma or GED equivalent
- Valid driver's license
- At least one year experience in recreation or youth activities
- Sufficient experience to understand the basic principle relevant to the major duties of the position.

- Possession of or ability to readily obtain a valid driver's license issued by the State of Georgia for the type of vehicle or equipment operated.
- Basic knowledge of sports activities and functions