



# JOB DESCRIPTION ☐

August, 2016  
FLSA: NON-EXEMPT

## EVALUATION FORM ☐

**POSITION TITLE:** CLIMBING WALL INSTRUCTOR

**DEPARTMENT:** RECREATION

**REPORTS TO:** ASSIGNED SUPERVISORY STAFF AND RECREATION SUPERINTENDENT

**SUPERVISION GIVEN TO:** MAY EXERCISE TECHNICAL AND FUNCTIONAL DIRECTION OVER LOWER-LEVEL OR LESS EXPERIENCED STAFF

**EMPLOYEE NAME:** \_\_\_\_\_ **SIGNED:** \_\_\_\_\_

**EVALUATION PERIOD:** \_\_\_\_\_ **EVALUATION DUE:** \_\_\_\_\_

The following statements are intended to describe the major elements and requirements of the position and should not be taken as an all-inclusive list of responsibilities, duties, and skills required of individuals assigned to this job.

**JOB SUMMARY:** Under general supervision, assists in coordinating and planning assigned recreation programs at the Community Recreation Center climbing walls. Duties include preparing the facility for recreational climbing, monitoring actions of climbers during recreational climbing sessions, and supervising and instructing new and experienced climbing wall users. The Climbing Wall Instructor is responsible for following all policies and procedures of the facility while assisting patrons and staff.

### EDUCATION, EXPERIENCE, TRAINING

*Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

1. Equivalent to graduation from high school.
2. Sufficient formal and informal education to ensure ability to read and write at a level required for successful performance.
3. Knowledge and experience with indoor or outdoor rock climbing equipment including instruction and equipment usage.
4. Possession of, or ability to obtain, a valid American Red Cross CPR and First Aid certificate.
5. Must be able to work professionally in a rock climbing gym setting.

### CLASS CHARACTERISTICS

Incumbents have responsible charge of the implementation of pre-planned recreation activities of an assigned program and of enforcing facility policies and procedures. Incumbents at this level are expected to use considerable initiative in program and recreational facility operations and may assist higher-level personnel in planning and implementing recreation programs and special events. Work is generally reviewed upon completion for final results. Incumbents are expected to solve most problems through the application of departmental policies and procedures, referring those matters that involve deviation to the supervisor for instructions.

PERFORMANCE EVALUATION INSTRUCTIONS: SCORE EACH CATEGORY BASED ON THE FOLLOWING CRITERIA:			
3 MEETS AND EXCEEDS ALL STANDARDS	2 MEETS ALL STANDARDS	1 MEETS SOME STANDARDS - SOME IMPROVEMENT NEEDED	0 IMPROVEMENT NEEDED
***NOTE: Please refer to "Position Responsibilities and Evaluation Ratings" for more detailed information about the ratings.			

## SECTION I: PERFORMANCE ACCOUNTABILITY

*Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.*

### A. ESSENTIAL JOB FUNCTIONS

		RATING
1.	Develops, coordinates, implements, and leads recreational climbing activities.	
2.	Supervises participants in a variety of recreation program activities.	
3.	Implements recreation activities appropriate for participant age groups, reflective of traditional theories and practices, and in compliance with regulations and guidelines.	
4.	Monitors and evaluates the effectiveness of assigned programs, activities, and special events; recommends program improvements or modifications.	
5.	Documents all incidents involving injury, behavioral problems, and/or any unusual events; communicates as appropriate to supervisor, parents, and others.	

### B. KNOWLEDGE OF WORK

		RATING
1.	Principles and practices of program-related effective customer service.	
2.	Basic recreational, cultural, and social needs of the community.	
3.	Applicable laws, regulations, and guidelines related to the program areas/facilities assigned.	
4.	Safety principles and practices, including basic first aid and adult and child cardiopulmonary resuscitation (CPR), and AED methods.	
5.	Applicable safety precautions and procedures related to the assigned program areas.	
6.	Record keeping principles and procedures.	
7.	English usage, grammar, spelling, vocabulary, and punctuation.	
8.	Techniques for providing a high level of customer service to the public.	

### C. DUTIES AND RESPONSIBILITIES

		RATING
1.	Serves as a climbing monitor during recreational climbing sessions.	
2.	Performs informal inspections of climbing equipment used on a daily basis including climbing ropes, shoes, harnesses, belay devices, and carabineers.	
3.	Promotes safety and renders first aid as required; effectively handles medical emergencies.	
4.	Monitors the actions of rock climbers during recreational climbing hours.	
5.	Conducts skills check lessons and competency exams for beginning climbers.	
6.	Responds to participants' and/or parents' needs for assistance and information.	
7.	Monitors the proper and safe use of program facilities by participants.	
8.	Keeps accurate records of participation.	
9.	Monitors facility use.	
10.	Provides courteous assistance to facility patrons.	
11.	Understands and carries out oral/written instructions in an independent and timely manner.	
12.	Performs other duties as assigned.	