

CITY OF RIVER FALLS
JOB DESCRIPTION

Seasonal Positions:
Recreation Program Instructor
Lead Recreation Program Instructor

DEPARTMENT: Recreation

REPORTS TO: Recreation Coordinator

FLSA STATUS: Non-Exempt

DATE: February 2026

SUMMARY

Lead youth participants in recreation programs, ensuring a safe and engaging environment.

ESSENTIAL FUNCTIONS

- Actively engage with and supervise children in activities including:
 - Sports (soccer, T-ball, and flag football, etc.)
 - Arts and crafts
 - Games
 - Science
 - Outdoor activities
- Communicate regularly and professionally with parents and guardians.
- Maintain accurate daily attendance and participant records.
- Establish effective working relationships with co-workers, participants, caregivers, and members of the public.

Additional job duties and tasks for Lead Recreation Program Instructor:

- Prepare and organize materials and supplies.
- Provide guidance and support to Recreation Program Instructors

KNOWLEDGE, SKILLS and ABILITIES

- Understand the subject matter of the sport/class/camp.
- Use appropriate instructional practices and procedures.
- Apply safety standards and basic first aid procedures.
- Effectively organize time and activities.
- Supervise and manage groups of children in a creative, energetic, and encouraging environment.
- Maintain positive interactions with children, parents, and colleagues.

QUALIFICATIONS, EDUCATION and EXPERIENCE

Minimum

- 16 years of age. Priority will be given to individuals 18+ years old.
- Available to work mornings and afternoons.

Preferred

- Previous experience working with children.
- Current CPR and first aid certifications.

WORKING CONDITIONS

The City of River Falls is committed to providing an inclusive workplace where all employees feel valued, respected, and supported.

Work Environment and Physical Requirements

This is an active position requiring work in varying conditions: outdoors, indoors, and in varying weather conditions. Standing, sitting, moving on grass, concrete, and trails is required.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.