



## Instructor Proposal's

Title: Instructors for various programs

Department: Park & Recreation

Part-Time Hourly Position

**GENERAL PURPOSE:** Instructors, under direct supervision of the Director, Assistant Director of Parks & Recreation and Recreation Coordinator will be responsible for planning and implementing the programs that they plan to teach.

### LIST OF RESPONSIBILITIES:

1. Part-Time Position – Monday through Saturday (day & evening instructors)
2. We are looking for Youth Dance Instructors, Camp Counselors, Gymnastic Instructors, Art Instructors for adult & youth, Cooking Instructors for adult & youth, Photography Instructors, Body Rhythm Instructors, Evening Yoga Instructors, Zumba Instructors, Cardio Kickboxing Instructors, Tutors, and more.
3. Work with Administrative Staff to help prepare programming..
4. Maintain all Records and Documentation of attendance of students.
5. This is not a complete list of duties. Employee may perform other duties as requested by the Director of Parks & Recreation and Assistant Director of Parks & Recreation.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

1. You must possess a valid Indiana Driver's License.
2. You must have the ability to communicate effectively verbally and in writing.
3. You must provide references and attach a resume to Program Proposal for the Instructor Position you are applying for.

### MINIMUM QUALIFICATIONS:

Education and Experience: We are looking for people who have worked in the Recreation field, so they know the difference between Studio classes and Park and Recreation classes. We expect those who apply to have the proper experience and education to be an instructor for their prospective request.

Please send resumes and proposals to: Town of Merrillville Park & Recreation Department  
Attn: Jan Orlich. 5750 Tyler St. Merrillville, IN. 46410 or  
e-mail: [jorlich@merrillville.in.gov](mailto:jorlich@merrillville.in.gov)