

Position Title: Youth Sports Class Instructor
Department: Parks & Recreation
Location: Palos Heights Parks and Recreation Center
Reports To: Recreation and Aquatics Program Manager
FLSA Status: Non-Exempt
Position Type: Part-time

Position Summary

The Head Youth Sports Class Instructor is responsible for leading youth sports classes for children ages 2–12. Classes are held but vary Monday through Friday from 4:15–8:00 PM. This position leads, instructs, and guides a variety of sports classes and activities in a recreational setting following the established program curriculum.

Essential Duties and Responsibilities

- Develop and implement progressive lesson plans, including age-appropriate safety instruction.
- Evaluate participant skill and interest levels throughout each session and adjust lessons accordingly.
- Actively lead classes while balancing attention between participants of varying skill levels.
- Break down and demonstrate skills clearly while setting a positive example for youth.
- Greet parents and participants and ensure proper sign-in and sign-out procedures are followed.
- Communicate with parents/guardians regarding daily activities and participant progress.
- Enforce all Recreation Department and program rules and policies.
- Follow assigned schedules and rosters; any changes must be weather-related and approved by a supervisor.
- Complete attendance records and accident/incident reports and report incidents to a supervisor.
- Supervise participants to ensure a safe, positive, and engaging experience.
- Provide excellent customer service and address questions or concerns from staff, parents, and patrons promptly.
- Maintain cleanliness, organization, and safety of program spaces, equipment, and supplies.
- Return equipment to designated storage areas and report maintenance needs to a supervisor.
- Inventory and monitor first aid supplies and request replacements as needed.
- Attend staff meetings as scheduled.
- Wear a Palos Heights Parks and Recreation Department shirt and identification during all work hours.

Qualifications

- College coursework in recreation, education, or a related field preferred.
- Highly motivated with the ability to maintain a positive and active role in potentially stressful situations (e.g., weather conditions, upset or injured participants).
- Ability to be firm when necessary, enforce Park District rules, and make sound decisions to ensure the safety of participants, facilities, and equipment.

Contact Name: Maddie Landis
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Application Deadline: March 31, 2026
Pay Rate: \$20–\$23/hour (DOQ)

