Job Title: Instructor, Other Programs (Youth Programs) Reports To:

FLSA Status: Non Exempt Job Grade: N-61

Status: Part-Time Start Date:

Competency Level: Leader

**POSITION SUMMARY**

Instructs group classes in a safe, enjoyable, and positive environment that promotes member wellness and engagement. The Instructor is responsible for leading youth group classes teaching the specific skills affiliated with each particular course design, while maintaining the health and safety of each class participant.

**MINIMUM QUALIFICATIONS**

* **CERTIFICATIONS:** Foundations of YMCA Group Exercise or equivalent ACE, AFAA, or ACSM Health Fitness Instructor, or youth fitness instructor, preferred
* **SPECIALIZED SKILLS:** Strong character values; communication skills
* **RELATED EXPERIENCE:** Previous experience as a youth fitness/recreation instructor, preferred

**WORK ENVIRONMENT/MINIMUM PHYSICAL REQUIREMENTS**

* You must have the physical, visual, and auditory ability to perform the essential functions of the job with or without reasonable accommodations.

**ESSENTIAL FUNCTIONS**

PROGRAM DELIVERY

1. Create a welcoming environment by greeting children by name with a smile and eye contact.
2. Plan and lead youth fitness/recreation classes, implementing effective teaching methods, giving equal attention to all participants.
3. Responsible for administering professional and effective program-specific skills according to course description and/or curriculum.
4. Help children manage behavior using a positive approach, including redirection and using constructive discipline with natural and logical consequences.
5. Interact, initiate and encourage the children in the activities during class.
6. Address children who are not performing exercises/activities correctly by demonstrating proper form and techniques.

MEMBER ENGAGEMENT

1. Encourage member involvement with children, parents and/or school and identify potential volunteers.
2. Respond promptly and courteously to all member inquiries/needs.
3. Responsible for building small communities by facilitating connections with and between members (children and/or parents).
4. Provide feedback to parents and/or school personnel regarding their child/children’s participation and behavior in the program.

ADMINISTRATION & COMPLIANCE

1. Set up and monitor class equipment, ensuring equipment remains in working condition. Report all equipment repair needs to supervisor immediately.
2. Maintain close supervision of children at all times. At no time will a child be left unsupervised.
3. Advise participants on program and class procedures and policies, as appropriate.
4. Distribute handouts and/or class evaluations, if appropriate, and answer questions from participants after each session.
5. Take attendance and/or record number of participants per class for every class taught.
6. Follow and enforce proper sign in/out procedures.
7. Complete additional projects, reports, and child assessments as required.
8. **Attend** staff meetings and trainings as required.
9. **Uphold** YMCA policies for safety, supervision, mandated reporting and risk management.
10. **Demonstrate** the Six Pillars of Character (Trustworthiness, Citizenship, Respect, Responsibility, Caring, Fairness) as well as the YMCA Core Values of caring, respect, honesty and responsibility in all dealings with members, guests, volunteers and fellow staff.
11. **Demonstrate** competencies in and willingness to develop in the Cause Driven Leadership areas of mission advancement, collaboration, operational effectiveness and personal growth.
12. All other duties as assigned by your supervisor.

**YMCA LEADERSHIP COMPETENCIES**

The Y’s Leadership Competency Model is comprised of 18 leadership competencies (leadership knowledge, skills, and behaviors required for success in the Y), organized by the four disciplines of cause-driven leadership:

* **Mission Advancement-** advancing the Y’s promise to strengthen community

Competencies include: Values, Community, Volunteerism, Philanthropy

* **Collaboration-** working with, understanding and developing others

Competencies Include: Inclusion, Relationships, Influence, Communication, Developing Others

* **Operational Effectiveness:** ensuring relevance, effectiveness, and sustainability

Competencies include: Decision Making, Innovation, Project Management, Finance, Quality Results

* **Personal Growth-** developing continually to adapt to new challenges

Competencies include: Self Development, Change Capacity, Emotional Maturity, Functional Expertise

While all competencies are significant the following are critical to success in this position:

* Values
* Inclusion
* Quality Results
* Emotional Maturity

**ACKNOWLEDGEMENT**

The statements in this job description are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

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Employee Signature Date

*This description is intended to indicate the kinds of tasks and levels of work difficulty required of the position given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of management to assign, direct and control the work of employees under supervision. The listing of duties and responsibilities shall not be held to exclude other duties not mentioned that are of similar kind or level of difficulty.*