

YMCA of Greater Seattle

JOB DESCRIPTION

Job Title: **Youth/Family Program Instructor**

Range: E

Job Number: 2102

Unit: All Branches

Date Revised: 01/08

FLSA Type: Non-exempt

YMCA: Various

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GENERAL FUNCTION

Plans and teaches skills and activities for inclusive youth/family programs, including sports programs.

ENTRY REQUIREMENTS

1. 18 years or older.
2. Current state approved first aid certification.*
3. Current state approved CPR certification for toddlers and children.*
4. High school education or equivalent.
5. One year experience working with children and families from diverse backgrounds.
6. One year or more of experience participating in, or working with, program area.
7. Program lesson planning and instructional skills.
8. Ability to respond to safety and emergency situations.
9. Prefer knowledge of, and previous experience with, diverse populations (language, culture, race, physical ability, sexual orientation, etc.). Ability to speak any language in addition to English may be helpful.

DRIVER REQUIREMENTS

9. 21 years of age or older
10. Valid driver's license, with at least three years driving experience.
11. Driving record which meets or exceeds YMCA standards.

* Within 30 days of employment or at first available training.

CORE COMPETENCIES

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts change; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.

2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship-building techniques; supports the role of fund-raising in achieving the YMCA mission.

3. Provides a Quality Experience for Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to

concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.

4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; follows standards, policies, and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings, and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.

5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

PRINCIPAL ACTIVITIES

1. Plans and instructs classes.
2. Develops and carries out lesson plans.
3. Sets up, takes down and cares for equipment. Reports equipment problems as instructed.
4. Enforces safety rules, YMCA policies and procedures, and class guidelines.
5. Ensures parents are informed on developmental stages, progression, ability and level of participation. Encourages social interaction among children and adults.
6. Attends all staff meetings and required trainings.
7. Makes required reports to supervisor.
8. Helps recruit, train and supervise volunteer aides as required, based on safe class ratios.
9. Participates in promoting programs.
10. Develops effective relationships and establishes positive rapport with schools, parents, participants, and other groups.

COMMENTS

If the program is operating as licensed child care, the family program positions and staff are subject to licensing standards established by the Department of Social and Health Services (DSHS). Entry requirements for staff listed above are based upon current YMCA interpretation of such standards, are not inclusive, and are subject to change.