



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

PROGRAM SPECIALTY INSTRUCTOR II

Job Title: Program Specialty Instructor II
Incumbent:
Supervisor: Youth and Family Director
Date: 11/28/2011

Association: Peninsula Metropolitan YMCA
Branch:
Department: Youth
Job Grade: Grade IV

General Function:

Under the supervision of the Senior Program Director or designated supervisor, and in harmony with the mission and purpose of the established policies and goals of the Peninsula Metropolitan YMCA, the Specialty Program Instructor is responsible for the daily operations and instruction of a youth specialty program. Specialty programs may include but not limited to Cheerleading, Science Programs, Drama, Field Hockey, Lacrosse, Photography, Dance/Movement and other programs that enhance the learning of new skills in youth.

Qualifications:

1. Must be at least 18 years of age.
2. Must have at least 2 years experience in program area.
3. Must have at least 1 year teaching experience.
4. Experience working with children in a supervised setting preferred.
5. Certification in CPR/First Aid/AED/O2 required.
6. Satisfactory completion of a criminal background check and sex offender registry check.

Essential Functions:

1. Support the mission, vision and goals of the YMCA.
2. Promote character development and the values of caring, honesty, respect and responsibility throughout all aspects of the program.
3. Develop lesson plans and activity schedules for the assigned program area in accordance with the goals and policies of the YMCA.
4. Establish and maintain communication with staff, parents and Senior Program Director or designated supervisor.
5. Ensure a high level of excellence through surveys and evaluations of the program.
6. Maintain equipment, develop supply lists, ensure proper use of YMCA facilities and equipment.
7. Follow emergency procedures as stated in staff manual and based on trainings received, such as CPR/First Aid/AED and bloodborne pathogens.
8. Carry out other related duties as deemed necessary by the Youth and Family Director, or designated supervisor to assure the overall success of the program and safety of the children and staff.

YMCA Competencies (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting

STRENGTHENING FAMILIES AND COMMUNITIES

Peninsula Metropolitan YMCA

Rev:



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policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology

Skills And Ability Requirements:

1. Ability to observe children's behavior, assess its appropriateness, enforce appropriate safety regulations and emergency procedures, and apply appropriate behavior-management techniques.
2. Ability to communicate and work with assigned ages and skill levels and provide necessary instruction to participants.
3. Visual and auditory ability to identify and respond to environmental and other hazards related to assigned activities.
4. Physical ability to respond appropriately to emergencies and those situations requiring first aid.
5. Physical strength and endurance required to maintain constant supervision of children.
6. Must be able to occasionally lift and/or move up to 40 pounds.

Effect On End Results

1. A quality program that provides a positive image of the YMCA to members, participants, staff, volunteers, and the community.
2. Relationships are built with participants that promote their well-being and positive character development.
3. Growth in the number of individuals and volunteers participating in programs.
4. A stimulating program for all campers while providing a healthy, safe and rewarding environment.

This job description is not intended to be all-inclusive. It is understood that the employee will also perform other reasonably related business duties if requested by the supervisor. Job descriptions are reviewed periodically and may be revised if deemed necessary. This job description is not a written or implied contract.