



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Youth Program Instructor
STATUS: Part-time, Non-exempt
REVISED: Mar-24

DEPARTMENT: 13-Youth Programs
REPORTS TO: Youth Program Director
BRANCH: Choose an item.

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living, and social responsibility. This position will assure a fun, safe and caring environment for youth in harmony with the mission statement and policies of the YMCA.

QUALIFICATIONS:

- Must be 18 years of age or older.
- Previous experience working with school-aged youth and teens would be helpful.
- Willingness to attend meetings, training, and obtain additional certification as requested.

ESSENTIAL FUNCTIONS:

- Facilitate program curriculum and ensure safe age appropriate activities while interacting with participants and exemplifying and upholding core values and Y policies.
- Maintain participant records, logs, and other documentation as assigned.
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.
- Work scheduled shifts. Arrangements for substitutes must be previously approved by supervisor.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Seeks to understand and support change efforts.
- Serves others by intentionally welcoming, connecting, and supporting them, and inviting them to get involved and give back to the community.
- Tells the Y story in regular interactions with members.

Building Relationships

- Interprets messages and body language effectively.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Responds to the individual needs of the other person.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Serves with purpose and passion.
- Explores new ideas, remaining open to new ways of thinking and approaching problems.
- Delivers a high-quality experience to members, participants, or project teams.
- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.

Developing & Inspiring People

- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Leads with empathy, anticipating how actions and works impact others.

DISCLAMER:

Other duties may be assigned to this position at the discretion of the reporting supervisor.

Performance evaluation, based on essential functions and competencies, will be conducted annually.

By signing this description, I acknowledge that I possess all qualifications stated and am **able / unable** (circle one) to perform all essential functions without special assistance.

Employee Signature

Date