



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Safety Education 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 provide instruction and leadership to program participants in harmony with the mission statement and policies of the Y.

QUALIFICATIONS:

- At least 5 years of experience providing care for infants and young children required.
- Experience teaching or providing instruction to pre-teen and teen-aged kids preferred.
- Willingness to attend meetings, training, and obtain additional certification as requested.

PHYSICAL DEMANDS:

Ability to perform all physical aspects of the position, including leading classes, walking, standing, bending, reaching, and lifting.

ESSENTIAL FUNCTIONS:

- Instruct youth educational classes in accordance with YMCA guidelines and course curriculum, having prepared lesson plans accordingly.
- Maintain records as required (i.e. attendance, progress reports, etc.).
- Set-up room before each class, and clean-up and put materials away after classes.
- Begin and end each class on time according to the class schedule.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Seeks to understand and support change efforts.
- Tells the Y story in regular interactions with members.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.

Building Relationships

- Embraces all dimensions of diversity (i.e., ability, age, culture, ethnicity, faith, gender, income, national origin, race, religion, sexual orientation, socio-economic status, etc.) by treating all people with dignity, compassion, and respect.
- Listens with the intent to understand the perspective of others by using appropriate communication methods, including open-ended questions.
- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Responds to challenges with possible solutions in a timely manner.
- Acts responsibly with the Y's resources, following all budgeting policies and procedures and reporting irregularities immediately.
- Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.
- Demonstrates up-to-date knowledge and skills in the technology associated with the job.
- 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).
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Acts in alignment with personal and organizational values in all situations.
- Remains calm and objective when under pressure or when challenged by others.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.

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