



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Children's Program Instructor
STATUS: Part-time, Non-exempt
REVISED: Apr-18

DEPARTMENT: 11-Children's Programs
REPORTS TO: [Click here to enter text.](#)
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 preschool age appropriate programs that encourages physical, spiritual, emotional, and intellectual growth in a safe and nurturing environment.

QUALIFICATIONS:

- Previous experience providing care for infants and pre-school aged children, preferred.
- Experience in children's programming/education, preferred.
- Certifications that must be obtained and maintained within first 90 days: CPR, AED , First Aid, Child Abuse Prevention, Blood borne Pathogens, Hazard Communication.
- 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. Individuals in this position may be subject to all elements of weather and loud facilities.

ESSENTIAL FUNCTIONS:

- Plan and implement appropriate lesson plans that may include but are not limited to the following areas: values, storytelling, games, drama, arts and crafts, singing, multi-cultural activities, and sports/fitness.
- Supervise assigned children and all areas of program utilization. Closely monitor arrivals, departures, and absences of all participants.
- Maintain open communication with co-teachers regarding all aspects of program planning, classroom management, and matters concerning participants.
- Maintain documentation, participant records, and uphold program policies and practices.
- Maintain good public relations and open communication with parents.
- Prepare space prior to each class and clean-up after class. Ensure safety and cleanliness of all equipment and facilities utilized by programs.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- Seeks to understand and support change efforts.
- Recognizes and articulates that the Y is a not-for-profit, charitable organization committed to serving the entire community.
- 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

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- 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.
- 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.
- Creates a safe environment in which others feel welcome and respected.

Leading Operations

- Serves with purpose and passion.
- 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.
- Improvises quickly and appropriately when faced with unexpected circumstances.
- Organizes program or project resources, space, or deliverables to best meet intended goals and outcomes.

Developing & Inspiring People

- 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.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.
- Reflects on and learns from successes and mistakes.

DISCLAIMER:

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