



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TITLE: Special Needs Program Instructor
STATUS: Non-exempt
REVISED: Apr-18

DEPARTMENT: 09-Special Programs
REPORTS TO: Special Programs 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. Provide appropriate care and program leadership to participants with disabilities in a safe and nurturing environment that encourages physical, spiritual, emotional, and intellectual growth.

QUALIFICATIONS:

- Knowledge of specified program content and ability to effectively give instruction to others and make modifications based on abilities of each participant.
- Interest in working with individuals with cognitive and physical disabilities.
- Willingness to learn best practices related to working with individuals with disabilities.
- 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 job may be subject to loud facilities and elements of weather.

ESSENTIAL FUNCTIONS:

- Lead energizing, fun, safe, and educational group/individual classes, as directed by lead instructor and supervisor, to accomplish the YMCA mission and goals.
- Supervise assigned participants in all areas of program utilization. Closely monitor arrivals, departures and absences.
- Assist lead instructor in providing personal care to participants requiring assistance (feeding, toileting, etc).
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.

YMCA COMPETENCIES (Leader):

Advancing Our Mission & Cause

- 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.
- Seeks to understand and support change efforts.

Building Relationships

- Develops and maintains positive relationships with volunteers, members or program participants, and colleagues at all levels of the organization.
- 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.
- Delivers a high-quality experience to members, participants, or project teams.
- Improvises quickly and appropriately when faced with unexpected circumstances.

Developing & Inspiring People

- Supports members, participants, or project teams in achieving their goals.
- Operates with openness and a willingness to receive ongoing feedback from all levels of the organization.
- 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