



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

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<b>TITLE:</b>	Special Needs Program Lead Instructor	<b>DEPARTMENT:</b>	09-Special Programs
<b>STATUS:</b>	Non-exempt	<b>REPORTS TO:</b>	Special Programs Director
<b>REVISED:</b>	Jul-21	<b>BRANCH:</b>	Choose an item.

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### 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:

- High School diploma or equivalent general education degree, required.
- Previous experience working with individuals with cognitive and physical disabilities, preferred.
- Knowledge of specified program content and ability to effectively give instruction to others and make modifications based on abilities of each participant.
- 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:

- Delegate tasks and responsibilities to assigned program staff and volunteers, monitoring performance, and providing development and leadership. Report staff successes and/or issues to Special Programs Director.
- Prepare lesson and lead energizing, fun, safe, and educational group/individual classes, as directed by supervisor, to accomplish the YMCA mission and goals. Prepare materials needed for class/program and adhere to class schedule.
- Communicate progress to parents and guardians on a regular basis.
- Supervise assigned participants in all areas of program utilization. Closely monitor arrivals, departures, and absences. Ensure sufficient staff-to-participant ratios for assigned programs.
- Provide personal care to participants requiring assistance (feeding, toileting, etc).
- Maintain participant records, logs, and other documentation as assigned.
- Ensure safety and cleanliness of all equipment and facilities utilized by programs.
- Address and redirect inappropriate behavior in accordance with YMCA guidelines.

## **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.
- Seeks to understand and support change efforts.
- 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.
- Responds to the individual needs of the other person.
- 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.
- 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.
- Improvises quickly and appropriately when faced with unexpected circumstances.
- Responds to challenges with possible solutions in a timely manner.

### **Developing & Inspiring People**

- Supports members, participants, or project teams in achieving their goals.
- Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful.
- Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments).
- 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.

## **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.

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Employee Signature

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Date