

PARTNERING FOR YOUR SUCCESS



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

JOB DESCRIPTION

Specialized Enrichment Instructor

POSITION SUMMARY:

The Specialized Enrichment Instructor implements and facilitates lesson plans for assigned areas of programming, activities and enrichments for groups of 15-20 participants ages 5-12. To include but not limited to: team sports, movement/dance, culinary arts/healthy life style choices, visual arts, project base learning, etc. The Specialized Enrichment Instructor also provides a quality experience to children and parents that focuses on the YMCA values: caring, honesty, respect, and responsibility. While supporting supervision, leadership and motivation for participants.

Job Grade: N-04

Reports to: Program Director

FLSA Status: Non-Exempt

Location: Child Care

KEY RESPONSIBILITIES:

Program:

- Monitor facility/building, district partnership and ensure a safe, positive and fun environment.
- Confidently and tactfully enforce YMCA policies.
- Organize activities as needed. Assist other staff as necessary.
- Provide instruction for correct and proper use of activity equipment and lesson plan implementation. Teach and demonstrate in a positive manner.
- Possess the knowledge and skills needed to instruct and facilitate program activities and enrichments.
- Assist participants, colleagues and families with questions, comments or concerns about the enrichment sessions and/or partnership outreach programs.

Financial Development and Philanthropy:

- Meet performance measurement by telling the Y story and raising charitable dollars to fulfill our mission.
- Assist staff leadership team in reaching campaign goals through recruiting campaigners, making personal asks and supporting branch events.

Safety Protocols:

- Cleaning and sanitation protocols will be required of all staff.
- Staff will be responsible for frequent touchpoint cleaning and sanitizing in specific areas.
- Staff are expected to adhere to all safety protocols and procedures, including the use of PPE.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- Regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle or feel; and reach with hands and arms.
- Occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl.
- Must frequently lift or move up to 50 pounds and occasionally lift or move a higher amount.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- Occasionally may need to plan and participate in programming outdoors.

QUALIFICATIONS:

- A commitment to valuing and promoting diversity and contributing to an inclusive working and learning environment.
- Minimum age of 18 years.
- High school graduate or equivalent.
- One year or more of related experience preferred.
- Positive attitude and previous experience with youth aged 5 years to 12 years of age.
- The ability to demonstrate a friendly, courteous and professional manner while working with students, parents and staff and the ability to understand, articulate and enforce YMCA policies and procedures in a positive way.
- Positive attitude and previous experience with diverse populations.
- Knowledge and skills in program enrichment and activities and related equipment, supply and curriculum set-up, and the ability to instruct participants in age appropriate techniques.
- Preferred: CPR, First Aid, AED certifications.
- Able and willing to complete online Child Abuse Prevention training on first day, and other online and in-person training as required.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. This job description does not constitute a contract of employment and the YMCA of Pierce and Kitsap Counties may exercise its employment-at-will rights at any time.

I understand the requirements, essential functions, and job duties of this position.

Employee Name (Print):

Date:

Employee Signature:

Date:

Supervisor Signature:

Date: