



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

**JOB TITLE:** Program Coordinator/Specialty Instructor      **JOB CODE:** 3120P  
**LEVEL:** 7      **FLSA STATUS:** Non-exempt  
**SUPERVISOR:**      **LOCATION:**  
**DATE:**

### POSITION PURPOSE

The Program Coordinator/Specialty Instructor is expected to have a high degree of knowledge and nationally recognizable certifications in the program you instruct; provide support and encouragement to assist students in learning the specific progressive or competitive program; provide appropriate level of officiating for the age and experience of the participants in the progressive or competitive sports program; ensure safety and cleanliness of the program area and adherence to all YMCA safety standards and rules.

### ESSENTIAL FUNCTIONS

- Conduct YMCA program instruction in accordance with YMCA program standards. Ensure adherence to YMCA progressive or competitive standards and quality.
- Provide a safe environment that allows members and participants to learn YMCA programs. Encourage and support staff volunteers and students to provide an enjoyable YMCA.
- Reinforce the YMCA values of caring, honesty, respect and responsibility through example and recognition of participant displays of character.
- Arrive at least 20 minutes before scheduled games and be prepared with the equipment set up and ready to begin at the scheduled start time. Be reliable and inform supervisor of any conflicts at least 24 hours before the work day of any issues or items required. Ensure that all players have exited the facility and that the facility is left clean and orderly.
- Participate as a part of the YMCA staff team in providing a safe and enjoyable environment. Attend staff meetings and trainings as required.
- Provide excellent service to members and participants. Communicate all YMCA rules and ensure that you are accessible and identifiable.
- Complete timely reports of incidents, complaints or compliments of the games.
- Perform other related duties as required.

### OTHER DUTIES AND RESPONSIBILITIES

- All Philadelphia Freedom Valley YMCA Staff is responsible for the following:
  - Maintaining a clean, well-groomed appearance while on duty and keeping in compliance with the Association and Department Dress Code Policy
  - A continued commitment to member satisfaction by ensuring excellent Member Experience
  - Maintaining the safety of all members and staff by identifying and correcting risk situations, writing incident reports, etc.
  - Ensuring the overall cleanliness of the facility
  - A commitment to Diversity and Inclusion
  - Keeping the children in the care of the PFVY and participating in programming within the branches safe from harm and reporting signs and suspicions of abuse when necessary to the requisite state agency

## ENVIRONMENTAL CONDITIONS

Exposure to weather, high levels of noise

## PHYSICAL REQUIREMENTS

Ability to express or exchange ideas by means of spoken word to impart oral information and to convey detailed, spoken instructions to staff, members, children, and volunteers accurately, quickly, and loudly; ability to perceive the nature of sounds by ear; ability to lift and carry 75-100 pounds; ability to move about on foot quickly; ability to stoop, kneel, crouching and crawl; ability to clearly see at 20 inches or less and 20 feet or more; ability to balance, climb, and do other feats that convey peak physical fitness

## REQUIREMENTS

- 18 years of age and some college with a good knowledge of the program including nationally recognized certifications in teaching the sport and 3-5 years of experience working with the sport.
- Ability to work with others. Sensitive to others.
- Ability to communicate verbally and in writing.
- Ability to perform activities which require sustained concentration and attention.
- Exhibit strong leadership skills; possess a passion for member service, building and maintaining a culture of member service excellence
- Acquire and maintain the following certifications:
  - CPR Pro/AED/O2 (valid 2 years unless otherwise noted)
  - First Aid (valid 2 years unless otherwise noted)
  - Requisite Redwoods Online Trainings (valid 2 years unless otherwise noted)

## OTHER

At the YMCA we value the following attributes in personal character and behavior and believe that they are essential to attaining our mission:

<b>CARING</b>	Showing a sincere concern for others.
<b>HONESTY</b>	Be truthful in what you say and do.
<b>RESPECT</b>	Follow the Golden Rule.
<b>RESPONSIBILITY</b>	Be accountable for your promises and actions.

## OUR MISSION

To translate the principles of the YMCA's Christian heritage into programs that nurture children, strengthen families, build strong communities and develop healthy minds, bodies and spirits for all.

**Employee Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_