



## PHILADELPHIA FREEDOM VALLEY JOB DESCRIPTION

<b>JOB TITLE:</b>	Program Instructor	<b>JOB CODE:</b>	3170P
<b>LEVEL:</b>	4	<b>FLSA STATUS:</b>	Non-exempt
<b>SUPERVISOR:</b>	Rebekah Heverly	<b>LOCATION:</b>	Phoenixville
<b>DATE:</b>			

### POSITION PURPOSE

The Program Instructor is expected to, under direct supervision, conduct program instruction for members and participants; provide support and encouragement to assist students in learning to participate in YMCA programs. Actively engage children in age appropriate instruction for sport or 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 standards and quality.
- Plan, manage and implement structured, educational and recreational programs. Prepare lesson plans and provide instruction and age appropriate progressive skill development in the sport or program.
- Arrive at least 20 minutes before scheduled games/practice and be prepared with equipment set up and ready to begin at scheduled time.
- Provide a safe environment that allows members and participants to learn YMCA programs. Encourage and support students to provide an enjoyable YMCA experience.
- Evaluate program skills; complete progress reports for each session; complete communications for parents.
- Incorporate character development objectives into the program to reinforce the YMCA values of caring, honesty, respect and responsibility.
- Participate as a part of the YMCA staff team in providing a safe and enjoyable environment. Respect others by arriving on time and in accordance with schedule. Wear proper attire and name tag in accordance with YMCA standards. 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 incident reports.
- 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**

- High school or equivalent, 18 years of age with an excellent knowledge of the program and 1-3 years of experience.
- Ability to work with others. Sensitive to others.
- 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:** \_\_\_\_\_