



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TRI-CITIES FAMILY YMCA

Job Title: Special Events Instructor

Salary: Based on experience

Hours: Part Time,

Friday, Saturday, Sunday

POSITION SUMMARY:

Operating within the policies, procedures, and practices of the Tri-Cities Family YMCA, this position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility.

GENERAL FUNCTIONS:

Oversee and engage with a group of children through a variety of activities and events.

QUALIFICATIONS:

- Ability to lift equipment.
- Ability to motivate and effectively communicate with members, nonmembers, parents and students
- Exercises mature judgment and sound decision-making.
- Experience interacting with children and parents!
- Excellent interpersonal skills with children and parents
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

JOB RESPONSIBILITIES:

- Provide a safe, fun, secure setting for children to learn in.
- Provide continuous supervision at all times.
- Promote program out in the community.
- Implement and enforce safety rules ensuring that they are followed.
- Ensure that appropriate forms are filled out and filed in the correct area.
- Communicate to coordinator any problems, concerns or suggestions program.
- Show enthusiasm when teaching children and treat all children fairly.
- Be punctual.
- Enforce safety rules in all areas.
- Assist with set up and tear down of events.
- Dress appropriate (Including YMCA shirt, name tag, black pants or shorts and tennis shoes.)

- Maintain and project a positive attitude in all areas of the YMCA. I will not partake in rumors or negative discussions regarding the center or employees.
- Employees should be in assigned area at all times while clocked in. No cell phones or texting while clocked in. (Emergencies only)
- Fill out incident reports when needed and turn them in to Coordinator.

(SIGNATURE OF EMPLOYEE)

(DATE)

(PRINTED NAME)