



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Group Program Instructor**

Job Code: N/A

FLSA Status: Part-time non-exempt

Job Grade:

Reports to: EE and Conference Directors

Revision Date: January 2019

POSITION SUMMARY:

Program staff will prepare program areas and instruct participants in all classes assigned. It is essential to ensure the safety of participants, proper use of camp equipment and proper use of camp facility. Provide an enjoyable experience to participants.

ESSENTIAL FUNCTIONS:

Program Delivery

- Follow risk management guidelines at all times. Follow all camp rules and regulations.
- Lead camp like activities: archery, boating, climbing wall, lead hikes, team building, campfire programs, science classes, and seasonally appropriate activities.
- Have lessons prepared for all classes assigned which communicate accurate knowledge of the subject area to participants.
- Provide opportunities so that each individual participant can experience success during an activity.

Guest Services

- Provide excellent customer service as demonstrated by positive remarks on guest surveys.
- Conduct themselves in a professional manner including wearing provided staff shirts, nametag, and being responsive and helpful to guest questions.
- Set a good example for participants including cleanliness, language, and sportsmanship.
- Provide dining hall facilitation for visiting groups

General Responsibilities

- Demonstrates cooperation, support and flexibility toward fellow staff, programs, and the goals and philosophies of the Fairview Lake YMCA Camps.
- Punctual to work and program areas. Prepare in advance for assigned activities.
- Encourage respect for personal property, camp equipment and facilities. Communicates concerns and all supply needs to the appropriate director in a timely manner.
- Set-up and clean-up of camp areas for group needs: including mopping, carrying wood, moving tables, and litter sweeps.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

Minimum Qualifications/Requirements:

1. College degree preferred.
2. At least two (2) seasons (CAMP) working with children in an active setting, including knowledge of recreation and environmental activities.
3. Strong problem solving and leadership skills.
4. Effective oral and communicate skills. Ability to communicate in various venues, i.e., public speaking, presentations.
5. CPR and First Aid certifications will be required.

PHYSICAL DEMANDS:

Sufficient strength, agility and mobility to perform essential functions which includes walking on uneven terrain, the ability to carry 20 pounds, sustained standing in various indoor and outdoor settings.

Effect on End Result:

Program staff fill a vital role for the Fairview Lake staff team. The effectiveness of the incumbent will be determined by the degree to which the following goals are met:

- Highest quality environmental education and conference programs.
- Highest marks on programming evaluation.
- Participants will leave with a larger sense of community.
- High return rate of participants.
- No accidents will occur.
- Equipment and facilities will be in top order.

Employer Rights:

This job description is not limited to the list in this document. You may be asked by management to perform other duties as it relates to the success of the program and association as a whole. You will be evaluated in part based upon your performance of the tasks listed in this job description. The employer has the right to revise this job description at any time. The job description is not a contract for employment, and either you or the employer may terminate employment at any time, for any reason.

Employee's Signature

Date

Management Signature

Date

Candidates who cannot perform some or all of these duties because of disabilities will nevertheless receive full consideration for the job based on their ability to perform essential functions. The Y: We're for youth development, healthy living, and social responsibility.