



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

THE FAMILY YMCA- JOB DESCRIPTION

Job Title: Day Reporting Instructor (Española Teen Center) Schedule: M-F (9 a.m. - 12 p.m.)
Job Type: Temporary Job Code:
FLSA Status: Non-Exempt Pay Range: \$20.00 – \$30.00/hr DOE
Reports to: EYTC Director Revision Date: August 2015

POSITION SUMMARY:

The person selected for this position will Work in the Day Reporting Program that is divided between an educational component and life skills component. The instructor will report to Teen Center Director and will work primarily at the Espanola YMCA Teen Center, but may include other sites in the community or out of town field trips. This person will be working with youth (ages 13-17) who might have been expelled from school, dropped out, or are possibly on probation. The class size will not exceed eight students. An Instructional Assistant will support the teacher during all hours of instruction. The term for this position ends December 31, 2015 and maybe be renewed provided funding continues.

ESSENTIAL FUNCTIONS & JOB DUTIES:

- Give direction to the instructional assistant to facilitate instructional activities
- Direct lesson materials, exhibits, equipment and demonstrations
- Supervise the students
- Enforce day reporting rules and guidelines
- All other duties as assigned by Española YMCA Teen Center Director

JOB QUALIFICATIONS:

EDUCATION:

- Certified by the NM Department of Education (past or currently certified or working towards certification)
- Experience working in a school setting
- Experience working with at risk youth (preferred)

KNOWLEDGE/EXPERIENCE:

Must have the ability to demonstrate and/or show competency in the following areas:

- Supervising youth and presenting positive role modeling through all interactions with program participants.
- To keep confidences, loyalties and practice professionalism
- Communicate effectively both orally and in writing.
- Must be able to teach language arts and basic math skills for grade levels 6-9

RESPONSIBILITIES WHEN INTERACTING WITH YOUTH MEMBERS:

- Consistently demonstrate positive interaction with all LAYL participants; talk to them and treat them with dignity and respect
- Consistently demonstrate positive discipline; teach and redirect; firmly and consistently enforce the rules
- Ensure that Day Reporting youth and EYTC youth are respectful of YMCA property; ensure all rules are followed while at any other event location
- Express clear expectations and hold youth accountable for adhering to them
- Help youth participants to develop a positive self-esteem and sense of self-worth
- Consistently demonstrate and reinforce the values of caring, respect, honesty and responsibility

RESPONSIBILITIES WHEN INTERACTING WITH PARENTS/GUARDIANS:

- Introduce yourself to parents and communicate with them regularly regarding program information
- Encourage parents to participate or volunteer in special events
- Express appreciation for their interest in their child(s) participation in the program

PHYSICAL DEMANDS:

- Drug Free as outlined in the Y’s Substance/Alcohol Abuse and Testing Policy
- Must be able to pass a background check
- Must have adequate vision to effectively review documents in varied formats i.e. paper and digital
- Must have adequate hearing to respond to members and interact with the public
- Must be able to work in an environment with high activity and moderate to loud noise level
- Currently have excellent health and be free of communicable diseases

PROFESSIONAL EXPECTATIONS:

The Day Reporting Instructor will exhibit and represent behaviors consistent with the expectations within the YMCA core competency guidelines listed below:

- Act as the team leader for all life skills activities to include, but not limited to recreation, community service, computer skills, art, community events, field trips, cooking class.
- Identify and secure access to local community based agencies for the provision of instruction in such areas a substance abuse prevention, anger management, parenting, educational presentations, health, dental health etc.
- When appropriate secure behavioral health services in the areas of individual, group or family counseling.
- Develop a schedule of weekly activities. Said schedule must be reviewed and approved by the Española YMCA Teen Center Director at least three (3) days prior to initial activity taking place.
- Insure that all youth are being supervised at all times and enforce day reporting rules and guidelines.
- Works effectively with people of different backgrounds, abilities, opinions, and perceptions.
- Builds rapport and relates well to others.
- Makes sound judgments, and transfers learning from one situation to another.
- Embraces new approaches and discovers ideas to create a better member experience.
- Strives to meet or exceed goals and deliver a high-value experience for members.
- Pursues self-development that enhances job performance.
- Demonstrates an openness to change, and seeks opportunities in the change process.
- All other duties as assigned by the Española YMCA Teen Center Director

JOB DESCRIPTION REVIEWED AND UNDERSTOOD:

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____