



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

---

## Akron Area YMCA Job Description

Job Title: Sports Instructor  
FLSA Status: Part-time  
Reports to: Sports Coordinator and Executive Director  
Date:

### Position Summary:

Instructor is responsible for development of sports programs in accordance with the YMCA policies and procedures. The Instructor shall ensure the safety of participants. The Instructor should have strong people skills, organizational and administrative skills, including program development, supervision of staff and volunteers, financial development and member service.

### Essential Functions:

1. Responsible for planning, preparing delivering sports programs to service area
2. Creates, promotes program development through flyers, brochures, website and other venues as needed
3. Develops strong volunteer participation through recruiting, training, supervising and evaluating volunteers for quality programs
4. Assist with association and branch events as needed
5. Adhere to departmental budget[s]
6. Follows association policies and procedures as it relates to fiscal policies and program management of space and equipment
7. Participates in the Partners With Youth Campaign
8. Responsible for building coverage as needed and scheduled
9. Complete all other jobs as assigned by Supervisor

### 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.



FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

---

**Qualifications:**

1. Strong people skills
2. Must be able to teach programs and classes as needed
3. Must be able to take initiative in creating and developing department
4. Must become certified in First Aid and CPR within six (6) months of hire.

**Physical Demands:**

- Must be able to communicate with diverse types of people
- Must be able to set up and take down program areas
- Must be able think in abstract, problem solve, and remember
- Must be able to handle exposure to outdoors

**Performance Objectives:**

Increase youth and adult program opportunities.

Increase number of program participants

Contribute to overall positive bottom line of the Akron Area YMCA

\_\_\_\_\_  
Staff Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date