

## KOSCIUSKO COMMUNITY YMCA

Job Title: **Adult Spanish Instructor**

FLSA Status: Non-Exempt

Reports to:

---

### **Position Summary:**

The Spanish instructor will be responsible for directing all aspects of the Spanish Program including developing and executing a written curriculum by providing quality instruction in a weekly class that is an hour and a half long.

### **Essential Functions:**

1. Provides quality material and instruction that results in increased knowledge and ability. Prepares these materials and the lesson plan before class.
2. Has a knowledge of class content and progression, and is up to date on quality instruction techniques.
3. Instructs classes that are safe and effective, while providing necessary progression to meet members' needs and goals. Adjusts class according to feedback from participant evaluations.
4. Conducts energizing, fun, safe, and educational classes that motivate participants in a friendly and non-competitive way.
5. Shares responsibility in promotion, retention and increased enrollment for the class.
6. Builds effective relationships with members; helps members connect with each other and the YMCA and promotes YMCA programs.
7. Be available to class participants both before and after classes to answer questions, follow-up on any questions you cannot answer.
8. Follows YMCA policies and procedures; responds to emergency situations.
9. Communicate with supervisor and class participants when you are unable to teach class, schedule and communicate the availability of a make-up class.

### **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.

**Qualifications:**

1. Bachelor of Arts in Education.
2. At least three years of experience teaching Spanish classes preferred.
3. Fluent in Spanish preferred.
4. Certification: CPR

---

Signature, Spanish Instructor

---

Date

Updated 2012