



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

YMCA JOB DESCRIPTION

Job Title: Karate Instructor
Reports to: Program Director

FLSA Status: Non-Exempt

POSITION SUMMARY:

Under the direction of the Program Director, the Karate Instructor ensures a positive initial engagement experience for all who enter the YMCA and participate in program. The position is responsible for demonstrating YMCA leadership competencies to ensure the mission, purpose, image and core values of the YMCA of Middletown is conveyed.

QUALIFICATIONS:

- Must be at least 18 years of age and possess a high school diploma or GED.
- Prior experience working with children multiple ages and ability levels.
- Possess excellent interpersonal and communication skills.
- Must possess CPR/AED and First Aid certifications or have the ability within 60 days of employment.

ESSENTIAL FUNCTIONS:

- Directly carries out leadership responsibilities to effectively oversee, train, guide and evaluate program participants.
- Prepares lesson plans/activities and instructs classes.
- Communicates and maintains personal contact with participants and/or parents/caregivers to discuss achievements and concerns related to the instruction.
- Responds seriously and confidentially to suspicious and inappropriate behaviors and follows mandated reporting requirements related to abuse.
- Knows all emergency procedures and responds to emergency situations immediately in accordance with YMCA policies and procedures.
- Performs administrative functions to complete necessary program paperwork and assures participants have completed necessary participation paperwork.
- Documents and notifies Director of incidents/accidents.
- Performs general housekeeping tasks to setup/cleanup the program area and maintain a clean and safe environment.
- Maintains certifications listed under Certificates, Licenses, and Registrations.
- Receives and carries out instructions.
- Maintains regular and predictable attendance. Secures a substitute if unable to cover scheduled shift and notifies Director of schedule substitutions prior to the change.
- Performs other activities and duties as needed that address the ongoing health and well-being of our staff and members, including but not limited to housekeeping, sanitation, etc. throughout all YMCA buildings and program areas.

PHYSICAL REQUIREMENTS:

- Must be able to stand for the duration of the class/ shift.
- Must be able to bend and stoop occasionally or as needed for instruction or demonstration of skill
- Must be able to lift 15 pounds occasionally



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EFFECT ON END RESULT:

With consistent focus and delivery of the core operating objectives and good to great expectations, the YMCA will be recognized by the community as providing excellent service to all who walk through our doors or contact us on the phone. The YMCA will effectively connect and build relationships with its members and the community, resulting in continued growth in membership, programs and special services.

Signature

Date