



Art Instructor Job Description

Position Title: YMCA Community Art School Art Instructor
Reports To: Art Coordinator

General Function:

Teach engaging and fun art class(es) for the YMCA Community Arts Program. Communicate regularly with Art Coordinator about progress of class, supplies needed and other related information.

Minimum requirements:

- Must be at least 18 years of age.
- If a regularly member of the staff, must attend YMCA employee trainings.
- Clear background check.

Areas of Responsibility:

1. Planning

- Work with the Art Coordinator to plan class(es).
- Possess planning and coordination skills to implement a successful class.
- Provide required materials, as requested (bio, information regarding the class, etc.)

2. Fiscal Responsibility

- Be mindful of class budgets and work to stay within agree-upon spending limits.

3. Instruction

- Demonstrate a reasonable knowledge of instruction method / technique.
- Knowledge of targeted student age group as evidenced by professional references, education, experience and / or on-the-job performance.
- Be on time and prepared for class to start at the designated time.
- Provide set-up / clean-up and any other tasks, as arranged in advance.
- Effectively teach the class.
- Communicate direction / instruction to a class assistant, if available.
- Ensure a positive, fun, supportive and creative experience for all students.

4. Evaluation

- Evaluation forms will be given to and collected from each student at the end of class, and given to the Art Coordinator.
- Provide feedback to Art Coordinator.

1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make suggestions. Shows a strong commitment to the YMCA, conveys enthusiasm for the YMCA and for his/her work.

2. Builds Community: Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. Provides A Quality Experience For Members, Participants, Internal Customers and Others: Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within agreed upon timeframes; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. Uses Effective Personal Behaviors/Communicates Effectively: Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

