



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

Job Title: **Adaptive Program Instructor**
FLSA Status: Part Time Non-Exempt
Reports to: Adaptive Program Coordinator

Department: Aquatics & Gymnastics
Creation Date: 05/2023

POSITION SUMMARY:

Assists in implementing high-quality, member-focused YMCA Adaptive Programs as it relates to the YMCA and collaboration efforts with the Boys and Girls Club and leads and supervises our inclusion programs that are modified for individuals with disabilities.

ESSENTIAL FUNCTIONS:

1. Positively models and reinforces the YMCA's core values, mission statement, and relationship-building skills in all interactions.
2. Assists in Adaptive Program Sessions. Instructs assigned programs in accordance with YMCA standards, following prepared lesson plans accordingly.
3. Instructs swimming lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly.
4. Responsible for monitoring the safety of all activities. Manages participant behavior and social interactions.
5. Builds effective, authentic relationships with participants and parents; helps them connect with each other and the YMCA.
6. Maintains participant records as required (i.e. rosters, attendance, etc.).
7. Ability to work with participants of all abilities and provide program modifications as needed.
8. Prepares and maintains program site and equipment. Organizes and puts away program equipment. Report damaged equipment.
9. Participates in staff and volunteer meetings and training as scheduled.
10. Conveys information on programs and schedules.
11. Assures compliance with state and local regulations as they relate to program areas, while adhering to deadlines. Ensures YMCA program standards are met and safety procedures are followed while making revisions for department policies, plans, and procedures.
12. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
13. Perform all other duties as assigned.

YMCA COMPETENCIES:

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

Fond du Lac Family YMCA
90 W. 2nd Street
Fond du Lac, WI 54935

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Strong commitment and knowledge of adaptive programming is preferred.
2. Background/education in related field desired (social work, therapeutic recreation, special education, physical therapy, etc.)
3. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
4. Must be able to move effectively through all program areas; be able to lift and carry 5-50 pounds; perform physical functions necessary to program instruction, including but not limited to squatting, bending, kneeling, spotting program participants and demonstrating use of program apparatuses or program skills.
5. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification preferred
6. Must be able to demonstrate swim instructor skills in accordance with YMCA standards.
7. At least 18 years of age.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 10 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.