



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

**YMCA of Greater Syracuse  
Job Posting**

**Job Title:** After School Program Arts Instructor (Piano)

**Reports To:** After School Arts Program Admin.

**FLSA:** Non-exempt – Part-time

**Work Location:** Hughes Elementary School

**Work Schedule:** Tuesday & Thursday from 3pm to 5pm

---

**A Career with a Cause:**

At the Y, strengthening community is our cause. Our mission is to put Christian principles into practice through programs that build healthy spirit, mind and body for all. We focus our work in three key areas, youth development, health living and social responsibility. We are committed to this cause because a strong community can only be achieved when we invest in our kids, our health and our neighbors.

**General Functions:**

Under the direction of the After School Program Administrator and the Arts Branch Executive Director, the After School Arts Instructor is a team player who demonstrates strong skills in class and lesson development; classroom management; organization; interpersonal, verbal and written communication; and collaborative relationships. The Arts Instructor's responsibilities include lesson planning, class proposals, material lists, attendance-keeping, day-to-day teaching and classroom management, and class schedules. Arts instruction will teach the principles of art education in the given genre of the class, while keeping in line with the YMCA values of honesty, respect, responsibility and caring.

**Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include, but are not limited to the following:

- Develop and implement arts lessons that increase the knowledge of arts principles as well as expand the student's interest in art.
- Create a safe and trusting creative environment in the classroom.
- Ensure the safety of all students.
- Maintain the cleanliness and organization of classroom spaces.
- Communicate respectfully and clearly with all students, administrators, and parents.
- Reinforce positive behaviors and creative strides.
- Handle disruptive behaviors in accordance with the SCSD Code of Conduct and all program procedures.
- Follow all guidelines and procedures stated in the program's staff handbook.
- Maintain required paperwork for the After School Arts Program Administrator.
- Attend mandatory YMCA/Syracuse City School District trainings as/when required.
- All other duties as assigned by the Program Administrator or Executive Director.

**Experience and Education:**

- A college degree related to the position's related art field, or a similar degree of demonstrable professional experience in the appropriate arts genre (performance, teaching, exhibitions, etc.).
- Prior experience working directly with elementary-age students in an art education related environment.

**Qualifications:**

- Possess and demonstrate excellent organizational, verbal and written communication, interpersonal, decision-making, problem solving and leadership skills.
- Possess strong experience and skills in their given field of fine arts.
- Provide examples of personal art work to demonstrate their abilities.
- Possess and demonstrate ability to work both within a team and independently.
- Possess and demonstrate the ability to develop and implement meaningful and creative lesson plans appropriate for the targeted age group.

**Trainings & Certifications:**

- Must complete online Bloodborne Pathogens and Employee Safety training prior to initial assignment to position.
- Must complete online Hazard Communication training within the first 90-days of employment.
- Must complete online Youth Protection Series within 90-days of employment.

After School Arts Instructor/Teacher, Job Posting

January 9, 2018

Page 1 of 2

Posting Period: 1/9/18 – 1/23/18

**Core Competencies:**

- Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values; displays flexibility and accepts changes; is willing to try new methods and make suggestions; shows a strong commitment to the YMCA; conveys enthusiasm for the YMCA and his/her work.
- 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.
- Provides a Quality Experience for Participants: Possesses the ability to deliver outstanding experiences for students; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide lessons that will exceed expectations; responds to concerns and complaints in a way that makes each person feels valued; initiates action for prompt resolution.
- Works Productively: Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within the agreed upon timeframe; 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/SCSD resources appropriately and efficiently.
- 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.

**Effective Return on Investment:**

This position strongly impacts the effectiveness with which the YMCA accomplishes its mission. The After School Arts Instructor is committed to promote an environment that teaches values, is healthy and safe, and provides an opportunity for positive growing experiences:

1. Strong lasting relationships with parents, participants, and co-workers.
2. The staff team provides safe and age-appropriate activities.
3. Build a strong, positive community at large.

**Physical Demands:**

Ability to frequently stand, sit, walk, talk, hear, kneel, bend, reach, balance, crouch, climb and/or balance, reach with hands and arms, handle or feel, stoop, climb a minimum of two flights of stairs (approximately every ½ hour), lift/move and carry approximately 20 pounds, and use hands and fingers. Special vision abilities required close, color, distance, peripheral, depth perception and ability to adjust focus.

**Work Environment:**

Occasionally exposed to dusty environment, face masks are supplied for pouring dry glazes, plaster, and any other materials that contain airborne particles. Noise level is moderate.

**Americans with Disabilities Specifications:**

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.

**How to Apply:**

Interested candidates should respond to Phil Memmer, Executive Director at (315) 474-6851, ext. 328 or email their application to [pmemmer@syracuseymca.org](mailto:pmemmer@syracuseymca.org) or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to [llipari@syracuseymca.org](mailto:llipari@syracuseymca.org), no later than January 23, 2018.

The YMCA of Greater Syracuse reserves the right to interview only those internal candidates that based on their qualifications, experience and background meets the requirements of the job vacancy.