



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Karate Instructor

FLSA: Non-exempt – Part-time

Work Schedule: Schedule will vary based on clients schedule

Reports To: Health & Wellness Director

Work Location: Manlius YMCA

A Career with a Cause:

At the Y, building 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, healthy 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 Health & Wellness Director, the Karate Instructor is responsible for planning class content and structure, performing warm ups and demonstrating the techniques of the art to teach youth and adult classes. This includes, sparring, throws, joint locks, chokes, etc. This position must perform program responsibilities in accordance with the policies, goals, mission, values and objectives established by the YMCA of Greater Syracuse.

Responsibilities/Duties/Functions/Tasks:

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

- Provide instruction in karate.
- Teach proper techniques to the students and keep a positive environment. The teacher should not tolerate misbehavior and should teach their students proper behavior in the gym/or room assigned.
- If the instructor must miss a class, a substitute must be found to cover the class immediately. This is the instructor's responsibility not the supervisor. If no sub can be found, then contact the supervisor.
- Participate in special events and activities related to karate and recreation.
- Maintain effective relationships with schools, parents, participants, and other groups.
- Attend staff meetings and approved training as required.
- Maintain class participation and attendance records.
- Follow safety guidelines and responds to and reports incidents and accident.
- Must wear proper dress when teaching.
- All other duties as assigned by supervisor.

Experience and Education:

- High School Diploma or equivalent.
- Recognized black-belt certification.
- Minimum two (2) years' experience participating in or teaching karate.

Trainings & Certifications:

- Must complete online Bloodborne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must hold CPR, AED, and First Aid certifications, and complete Youth Protection Series training within the first 90 days of employment.
- Must complete online Hazard Communication training within the first 90-days of employment.
- YMCA certification as offered and required for program area within 6 month from date of hire.

Qualifications:

- Possess all of the skills that are needed to teach others on the disciplines, rules and techniques of karate.
- Able to motivate, coach and lead participants in the field of karate.
- Ensure a safe sparring environment and maintain equipment.
- Establish and maintain effective working relationships with participants, parents and staff. High degree of human relations skills.
- Able to respond to safety and emergency situations.
- Proven record of accomplishments building program participation and relationships with members, participants and volunteers.
- Excellent interpersonal/communication skills are critical to the success of this position.
- Demonstrates excellent planning, organizational, time management, and attention to detail skills, with the ability to multi-task with minimal direction.

- Possess and demonstrate excellent customer service, decision-making, problem solving, team oriented, and creative thinking skills.
- Demonstrates leadership skills in an outgoing, friendly, assertive, professional, and mature manner.
- Demonstrates a sincere desire to improve the health and wellness of YMCA members and sports program participants.
- Basic understanding of computers.

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; supports the role of fund-raising in achieving the YMCA mission.
- Provides a Quality Experience for Members, Participants, Internal Customer and Other: 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 in involve members, participants, internal customers and others.
- 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 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:

Successful implementation of the program will result in a quality Karate program that meets the needs of our members and the community at large.

1. This position ensures the delivery of high quality mission and market driven programs and corresponding fiscal stability.
2. Ensure programs meet the needs of the program participants are age appropriate, meet safety and YMCA standards at all times.
3. Provide a safe, clean, controlled and fun environment in accordance with YMCA of Greater Syracuse mission and values.

Physical Demands:

Hear noises and distress signals in a YMCA sports environment with background noise and perform all needed rescues skills. Ability to frequently stand, sit, walk, talk, hear, swim, type, run, jump, kick, catch, throw, climb, kneel, bend, reach, balance, crouch or crawl, climb and/or balance, reach with hands and arms, handle or feel, and stoop. Ability to move set up and store equipment weighing up to 50 pounds. Have the motor skills necessary to demonstrate specific techniques and skills required to master the sport. Able to respond appropriately to emergency situations.

Work Environment:

Work is normally performed in a typical YMCA facility environment. At times, the employee may be exposed to situations where injuries may occur. Frequently exposed to loud noise, background music and exposure to OSHA approved cleaning solutions. Occasionally exposed to outdoor weather conditions in conducting certain Health & Wellness programs.

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 Erin Coelho, Health and Wellness Director Coach at (315) 692-4777, ext. 210 or email their application to ecoelho@syracuseymca.org or Laura Lipari, Human Resources Coordinator at (315) 474-6851, ext. 356 or email their application to llipari@syracuseymca.org, no later than September 27, 2017.

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.