



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

**YMCA of Greater Syracuse
Job Posting**

Job Title: Music Lesson Instructor (Piano)
FLSA: Non-exempt – Part-time
Work Schedule: Schedule will vary

Reports To: Arts Branch Executive Director
Work Location: Various YMCA branches

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; the Arts Branch of the YMCA strives to meet this mission by enriching lives in the visual, literary, and performing arts. 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 supervision of the Arts Branch Executive Director, and with assistance from the Music Lesson Coordinator, the Music Lesson Instructor assists in ensuring that the members of the YMCA of Greater Syracuse receive appropriate guidance in their pursuit to achieve their artistic goals. The Music Lesson Instructor is responsible for creating a safe and enjoyable lesson experience in the Music Lesson Studios of the YMCA of Greater Syracuse. To achieve this environment, the Music Lesson Instructor must deliver safe and effective lessons, enforce all program policies, and ensure that member needs are met through strong communication. The incumbent accepts, demonstrates and teaches the YMCA core values of caring, honesty, and respect and responsibility.

Responsibilities/Duties/Functions/Tasks:

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

Deliver safe & effective music instruction:

- Expected to complete required YMCA trainings as needed.
- Maintain all YMCA character values and regulations in and out of the Music Lesson Studios.
- Will design music lessons to meet the particular needs and goals of each student.
- Obtain scheduling approval of the Music Lesson Coordinator before meeting with new music lesson students.
- Maintain student signature pages for all lessons, and turn those signature pages in to the Music Lesson Coordinator as requested.
- Demonstrate the ability to work with people of diverse backgrounds.
- Maintain an up-to-date lesson schedule, with approval from the Music Lesson Coordinator, and communicate any changes to that schedule with the Coordinator in a timely fashion.
- Contact all new student referrals in a timely fashion (within 48 hours).

Maintain a safe environment:

- Review all policies outlined in the procedure manual regarding emergency procedures relating to injury or illness of a member.
- Know and enforce all Music Program policies, procedures and rules in a consistent, fair and firm manner.
- Respond to incidents, accidents and emergencies appropriately, calmly and professionally.
- Protect the organization and the members from harm or suit.
- Never perform personal functions while on duty i.e. any type of phone call to include texting, writing, reading, exercising, talking to friends or other employees.
- Report emergency maintenance needs immediately to the maintenance department and/or Music Lesson Coordinator.
- Record and report any faulty equipment and/or lapse in maintenance to the Music Lesson Coordinator.

Maintain a pleasant and professional Music Program environment:

- Contribute to the success of the Music program; be on time for all lesson appointments, and be prepared to conduct a safe and enjoyable lesson with your client.
- Conform to all dress codes as provided by the Music Lesson Coordinator or Arts Studio Program Directors.
- Work collegially with fellow staff members and treat them with respect.
- Ensure that the needs of all members are met through constant attention to detail.

Music Lesson Instructor, Job Posting

January 9, 2018

Page 1 of 3

Posting Period: 1/9/18 – 1/23/18

- Be flexible and adaptable in order to accommodate members' needs and wants.
- Be able to answer members' questions, concerns, and complaints in a timely and courteous manner.
- Communicate and educate in a knowledgeable and professional manner.
- Respond to change and requests within the Music Program with flexibility.
- Demonstrate teamwork and organization by communicating problems or constructive criticism to the Music Program Coordinator.
- Attend all mandatory in-house trainings and meetings.
- Other duties as assigned by Supervisor.
- Ensure security of all YMCA data and information, including but not limited to students' personal contact information.
- Other duties as assigned by the Music Lesson Coordinator.

Relationship Building Skills:

- Make members feel comfortable and at ease.
- Be open, friendly and approachable to members.
- Listen to members' suggestions – be empathic and show interest in their concerns.
- Ask about student/parent goals, progress and satisfaction.
- Be passionate about providing members with a valuable cultural and education experience.

Experience and Education:

- College degree in music instruction, performance, or composition strongly preferred.
- Prior experience in providing music lesson instructor, and/or working/performing as a professional musician.

Qualifications:

- Demonstrate leadership skills in an outgoing, friendly, assertive, professional and mature manner.
- Demonstrate a sincere desire to improve the Arts Branch of the YMCA's Music Program.
- Demonstrate the ability to lead and motivate students.
- Demonstrate excellent planning and organizational skills.
- Ability to work independently without other Instructors for support.
- Use effective interpersonal and communication (oral and written) skills, and build and maintain positive relationships with Members, Directors, and Staff.
- Demonstrate exceptional interpersonal and customer service skills.
- Must be willing to work flexible hours, including some weekends and holidays.

Trainings & Certifications:

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

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.

Physical Demands:

Ability to frequently stand, sit, talk, hear, type, reach with hands and arms, lift/move and carry approximately 35 pounds, use hands and fingers. Ability to occasionally run in case of an emergency. Specific vision abilities required: close, and ability to adjust focus.

Work Environment:

Music Lessons are always 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 and background music. Frequently exposed to OSHA approved cleaning solutions.

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, Arts Branch Executive Director at (315) 474-6851, ext. 328 or email their application to pmemmer@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 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.