



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## **CORONA-NORCO FAMILY YMCA Job Description & Performance Standards**

**Position:** Martial Arts Instructor  
**Reports To:** Associate Executive Director  
**Status:** Part-time, Non-exempt  
**Rate of Pay:** \$20.00-\$30.00/hour

### **Duties and Responsibilities**

- Determines student goals and objectives, and discusses lesson details with them before committing to a plan
- Structures individual lessons/classes based on client preferences and goals
- Teaches all classes in accordance with the certification for that class, or following best practices for the type of class being taught, with focus on reaching established goals for program participants
- Incorporates equipment as appropriate for the audience and for the class being taught
- Shows up on time for scheduled classes, trainings, meetings, and other events as assigned by the supervisor
- Motivates students, especially when they are struggling and progress is slow
- Provides constructive feedback and adjusts lessons as required
- Shares new insights and 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
- Develops plans and manages best practices through engagement of team
- Other duties as assigned

### **Mission Advancement**

- Models and teaches the Y's 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



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- Empathetically listens and communicates for understanding when negotiating and dealing with conflict
- Effectively tailors communications to the appropriate audience
- Provides students with feedback, coaching, guidance and support

### **Requirements / Skills / Qualifications**

- Certification for the classes to be taught, if required
- Strong skills and/or specialized training in the specific class topics to be taught
- Strong motivational skills
- Ability to identify strengths and weaknesses
- Previous experience as an instructor preferred
- Knowledge of requirements for ongoing education and training requirements, continuing education credit and re-certification requirements for the subjects to be taught
- Patience, excellent communication, and interpersonal skills
- Prolonged standing, sitting, and walking
- Ability to lift, carry, push and pull large and heavy items or other related equipment with or without assistance
- Ability to perform the movements of activities included in fitness classes or classes that require physical movement
- CPR for the Professional Rescuer and First Aid certification or ability to obtain within 3 months of hire

### **Work Environment and 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 diverse abilities to perform the essential functions
- Ability to perform all physical aspects of the position, including leading class, walking, standing, bending, reaching, and lifting
- Remain alert with no lapses of consciousness