



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## JOB DESCRIPTION

Job Title: **Music Lesson Instructor**  
FLSA Status: Non Exempt Hourly  
Status: Part Time  
Reports to: Youth & Family Director

Department: Youth & Family  
Revision Date: 7/2018

### POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Responsible for conducting safe, fun, and effective music programs, in accordance with the standards and guidelines established by the Crossroads YMCA. The instructor will serve as a resource for participants to achieve goals and a sense of well-being.

### ESSENTIAL FUNCTIONS:

1. Ensure the health, safety and well-being of children and adults in the program, by providing close supervision of all activities.
2. Create an atmosphere in which all participants can have fun, are safe and learn the importance of good principled musicianship.
3. Prepare activity/lesson plans in advance.
4. Teach the rules and fundamentals pertaining to the instrument being taught.
5. Provide students with the tools and skills to be successful musicians.
6. Maintain supplies and storage of equipment.
7. Maintain accurate program documentation (attendance, incident and progress reports).
8. Actively participate in training sessions, designated meeting and special events.
9. Know emergency procedures and be able to demonstrate them.
10. Attend meetings and trainings as assigned.
11. Playing a role in organizing and securing gifts for the annual campaign.
12. Perform other duties as assigned.

### COMPETENCIES (Leader):

***Mission Advancement:*** Accepts and demonstrates the Ys values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

***Collaboration:*** Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

***Operational Effectiveness:*** Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and

procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

*Personal Growth:* Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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. Certifications required within 30 days of hire: CPR/AED & First Aid and New Employee Orientation. Redwoods trainings required prior to the start of employment.
2. Excellent interpersonal, communication, and problem solving skills.
3. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
4. Minimum age 18 preferred.
5. Minimum of one year of successful music instruction experience with children and adults.
6. Ability to play more than one instrument preferred.
7. Performance experience preferred.
8. Knowledgeable in music theory.

**JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

Today's date: \_\_\_\_\_