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FOR SOCIAL RESPONSIBILITY

## KANDIYOHI COUNTY AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Sports Instructor  
FLSA Status: Non-Exempt  
Job Type: Part-Time  
Reports to: Program Director  
Revision Date: 8/14/2025

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### Summary/Objective

The Sports Instructor will provide education, leadership, and motivation for students learning specific sports in a variety of areas.

### Essential Functions

- Provides high-quality specialty sport instruction—with ability to demonstrate fully—to adult and children participants with appropriate technique that is derived from appropriate certifications or training
- Maintains records as required (e.g., attendance, progress reports)
- Provides customer service to participants for positive, engaging experience
- Develops and maintain positive relationships with participants and their families
- Organizes and maintains class equipment as needed, including setting up and putting away equipment before and after class
- Enforces YMCA policies, procedures, the Y Code of Conduct, and complete incident reports as required
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

### YMCA Competencies

- Mission Advancement: Accepts and demonstrates the Y's 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.

### **Supervisory Responsibility**

The Sports Instructor does not have supervisory responsibilities.

### **Work Environment**

The Sports Instructor will work in a gym environment and outdoors, providing high-quality instruction to program participants. There may be times where the terrain is uneven or weather may be unpredictable. The use of a computer may be required prior to and after class.

### **Physical Demands**

- Ability to sit, stand, walk, and/or move for up to 3 hours at a time.
- Ability to bend, lift, and carry necessary equipment up to 50 lbs.
- Ability to kneel, squat, bend, twist, crouch, grasp, have finger and hand dexterity, hear, and have visual acuity.

### **Position Type/Expected Hours of Work**

This position is part-time and the expected hours vary due to needs of the participants. Generally, the hours will be in the afternoon or early evening during the weekday. During the weekend, classes may be offered morning or afternoons.

### **Travel**

This position does not require travel.

### **Required Education and Experience**

- Must be 18 years of age
- Demonstrated knowledge and/or certifications in the areas of the specialty sport
- Two (2) years of experience teaching the sport to a variety of ages and demographics (preferred)
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

### **Additional Eligibility Qualifications**

- Must be able to pass a background check.

### **EEO Statement**

The Kandiyohi County Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring,

placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

### **Other Duties**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

### **Signatures**

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_