

Anticipated Start Date: 11/1/11

**THE SALVATION ARMY**  
**Ray and Joan Kroc Corps Community Center**  
**St. Joseph County, IN**



**JOB DESCRIPTION**

**Position:** General Instructor  
**Reports To:** Manager of related program  
**Classification:** Part Time/ Hourly

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**Hours**

Hours will vary.

**Job Summary:**

Under the direction of the respective Program Manager, instructors will give instruction to students of all ages and ability levels in subject areas related to Athletics, Recreation, Fine Arts, and Community Education. Design instructional programs, prepare lesson plans and instructional materials, present subject matter demonstrating proper techniques, and perform classroom management tasks.

**Key Areas of Responsibility:**

- 1. To provide state of the art and relevant instruction that contributes to each member class/program goals.**
- 2. To develop and instruct fun, energetic and highly motivational classes for all ages and skill levels.**
- 3. Implement safety measure for classes to insure the health and safety of class participants.**
- 4. Insure that the ultimate goal of spiritual, emotional and physical regeneration of all people in represented and infused in all programs, trainings, customer relations, and levels of operation.**

**SPECIFIC FUNCTIONS:**

- 1. To provide state of the art and relevant instruction that contributes to each member class/program goals.**
  - a. Instruct with sound principles in the area of instruction.
  - b. Ability to teach beginners through advanced learners.
  - c. Provide individual and group guidelines for development in programs
  - d. Critique and give feedback to participants regarding their work and performance level.
  - e. Ability to develop, implement and evaluate programs and classes according to desired outcomes and goals.
  - f. Maintain an open communication with the respective program manager/coordinator in regards to class development and scheduling.
  - g. Maintain a professional demeanor and attitude with students of all ages, patrons, customers, staff and upper management.
  - h. Ensure that any classroom changes or modifications are communicated to all classroom participants in an efficient manner.
  - i. Carry out program evaluations as directed.
- 2. To develop and instruct fun, energetic and highly motivational classes for all ages and skill levels.**
  - a. Design instructional programs, prepare lesson plans and instructional materials, present subject matter demonstrating proper techniques, and perform classroom management tasks.

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- b. Ability to speak and communicate before both small and large groups of people with poise and enthusiasm.
- c. Create, teach, demonstrate and implement planned practices suitable for children and adults of all ages and abilities.
- d. Provide a safe, fun and enjoyable learning environment for all participants.

**3. Implement safety measure for classes to insure the health and safety of class participants.**

- a. To work with respective program manager/coordinator in the development of program health and safety policies and procedures. This will include the development and overseeing of risk assessments for programs and program areas.
- b. Adhere to all Safe From Harm Policies and Procedures as established by The Salvation Army.
- c. Knowledge of safety precautions needed and ability to ensure compliance/ adherence by all class members.
- d. Maintain a safe working environment; report all harmful problems with facilities to proper supervisor.
- e. Generate legible and accurate accident and incident reports as required and immediately rectify or notify appropriate personnel of all accidents or potentially unsafe conditions.

**4. Insure that the ultimate goal of spiritual, emotional and physical regeneration of all people in represented and infused in all programs, trainings, customer relations, and levels of operation.**

- a. Be on time and prepared to teach your class.
- b. Help facilitate equality and fairness among all participants.
- c. Follow and adhere to all of The Salvation Army Policies and Procedures.

**QUALIFICATIONS:**

1. Appropriate prior experience teaching or working in the area of instruction specified; required. Experience requirement will vary depending on the class.
2. Certification or a degree in related field or level of expertise required.
3. Where applicable, must have up to date personal insurance prior to employment.
4. Must have a high school diploma or GED equivalency.
5. Must be at least 18 years old.
6. Must have strong organizational skills and abilities.
7. Must be able to function effectively with minimal or no supervision.
8. Must be able to demonstrate various skills in the area of instruction specified.
9. A minimum of one (1) year experience teaching various or specific group exercise programs.
10. Current First Aid, CPR and AED preferred.
11. Excellent communication and leadership skills.
12. Must be able to read, write and communicate in English. Ability to speak Spanish desired.
13. Must have physical ability to instruct appropriate classes.
14. Meet all health and safety regulations as defined by the Health Department as well as The Salvation Army.
15. Have a working knowledge of Microsoft programs, including Word, PowerPoint and Excel preferred.
16. Have the ability to work and relate well with people.
17. Must be able to work weekdays, weekends and holidays as needed. Hours of operation may vary.
18. Successfully complete Safe From Harm training as established by The Salvation Army and become certified as a Safe From Harm Train the Trainer.
19. Before hire, must pass a thorough background check.

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**The Salvation Army Mission Statement:**

The Salvation Army, an international movement, is an evangelical part of the universal Christian Church. Its message is based on the Bible. Its ministry is motivated by the love of God. Its mission is to preach the gospel of Jesus Christ and to meet human needs in His name without discrimination.

**The Kroc Center Vision Statement:**

In keeping with the mission and holistic approach of The Salvation Army, the Ray and Joan Kroc Corps Community Center provides facilities, programs and services that encourage positive life-changing experiences for children and adults which strengthen families, and enrich the lives of seniors.

**The Vision of the St. Joseph County Kroc Center is to:**

Promote Wellness, Encourage Excellence, Build Character and Inspire Faith

**Special Comments**

I further understand that The Salvation Army does not participate in unemployment compensation insurance, and I will not accrue unemployment benefits while working for The Salvation Army.

*The Salvation Army uses job descriptions to aid in various human resource functions. A job description normally is shared with the employee at the time of hire and a copy signed by the employee should be kept in the personnel file. It will help you and your supervisor to communicate about job responsibilities. However, these descriptions are not fixed organizational policy. They are guidelines and are subject to change. From time to time, you may be requested to perform duties and handle responsibilities that are not a part of your normal job description.*

I have read and understand the Job Description as outlined above.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Supervisor)

\_\_\_\_\_  
(Date)