



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## BLOOMINGTON YMCA JOB DESCRIPTION

Job Title: **Performing Arts School Coordinator**  
Reports to: Senior Program Director

Job Grade: Part-time  
Revision Date: 6/28/18

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### POSITION SUMMARY:

Develop and implement the Performing Arts School program. Ensure that all classes are conducted in a safe, enjoyable, and positive environment that promotes youth development and engagement in accordance with YMCA policies and procedures.

### ESSENTIAL FUNCTIONS:

1. Interview, hire, train and schedule instructors
2. Coordinate and develop Performing Arts School classes
3. Coordinate schedules with instructors
4. Perform day to day operations: participant inquiries, costume ordering, costume measurements
5. Communicate cancellations with member services and participants
6. Evaluate / produce Performing Arts School calendar, policies and guidelines
7. Attend periodic marketing / planning performing arts meetings
8. Develop and communicate minimum standards for class continuance
9. Conduct periodic meetings/trainings with instructors
10. Communicate YMCA events, meetings and policy developments with instructors
11. Maintain up to date financial and registration records
12. Any other duties as assigned by the Senior Program Director

### YMCA COMPETENCIES:

**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.

PERFORMING ARTS SCHOOL COORDINATOR

**QUALIFICATIONS:**

1. Required certifications: CPR, First Aid, AED
2. Knowledge / Certification in areas of expertise
3. Must have at least two years of college education of school age child development experience
4. Ability to design and implement recreational programming and interact with children and adults of all ages
5. Ability to perform multiple tasks concurrently
6. Previous experience in peer leadership, supervision and staff management
7. Must pass criminal background check prior to employment

**COMPENSATION**

1. Hourly wage determined by experience and qualifications

**JOB REQUIREMENTS**

1. Flexible work schedule 10-15 hours per week
2. Required 3-5 office hours worked at the YMCA

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Performing Arts Coordinator

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Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date