



Job Title: Gymnastics Coordinator, full-time exempt

Reports To: Gymnastics Director

Department: Youth Development

Salary: \$47,000-\$52,000 depending on experience

This position inspires and enables gymnasts to achieve their greatest potential, developing skills and techniques to succeed in and outside the gym. The Gymnastics Coordinator will help oversee and implement a strong, well-rounded, safe, and disciplined gymnastics program that instills all the aspects of the YMCA's character development values. The primary part of this position is to coach a variety of gymnastics classes, ages and levels throughout the week. Due to the instructional nature of the position the Gymnastics Coordinator must actively lead and demonstrate all of the skills. Most evenings and weekends are required.

QUALIFICATIONS

- Qualified candidate must have Current USA Competitive Coach Membership with all required trainings complete including: Safety Certification, Background Check, Fundamental Gymnastics Instruction Course, US Center for Safe Sport, Tough Coaching
- Qualified candidate must be at least 21 years of age with at least 2 years of supervisory and leadership experience in a competitive & developmental gymnastics program. College level experience preferred
- A thorough understanding of the USAG policies and procedures is preferred.
- Requires significant use of hands, arms, and body, as well as the ability to lift up to 50 pounds to set up and put away equipment and safely spot participants.
- Previous experience as a gymnast, teaching gymnastics, or working with children in a childcare, camp, or classroom setting.
- Child Abuse Prevention training and CPR certification within 30 days of hire date
- Previous experience with diverse populations is preferred; the ability to develop positive, authentic relationships with people from all backgrounds
- Excellent communication and interpersonal skills
- Ability and willingness to fulfill responsibilities in accordance with program goals
- Knowledge and skills in leadership, sports, coaching, child development, etc. (or willingness to learn)

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Will assume Head Coaching Responsibilities including coaching level 2-10
- Work closely with the Gymnastics Director to manage and coordinate all competitive and non-competitive gymnastics programming
- Evaluate our current offerings and find ways to improve them;
- Will work with the Birthday Party coordinator of staffing all gymnastics birthday parties
- Responsible for the development for all lesson plans in accordance to proper progressions of gymnastics
- Assists Director with administering home gymnastics meet and attends all away meets
- Attend all staff meetings and trainings

- Become knowledgeable about USAG progressions, technical information, proper spotting techniques, and teaching methods
- Maintain class control and inform students of safety and gym rules
- Evaluate student progress at regular intervals
- Learn children's names and take role daily
- Dress professionally: staff shirt, athletic or stretch clothing, minimal jewelry, no chewing gum
- Participate in and demonstrate warm-ups, stretching, and skills
- Maintain a professional attitude
- Follow and enforce all YMCA policies, goals, and philosophies
- Create and maintain a positive image at all points of contact with the public
- Guides skill development that is consistent with YMCA values. Ability to serve as a positive role model and mentor in sportsmanship.
- Ensure students are aware of rules, expectations, and goals. Setting realistic and age-appropriate expectations for participants.
- Adheres to program standards including safety protocols and maintains equipment, materials and cleanliness of gymnastics spaces. Assists with opening and closing procedures and set up and tear down of equipment.
- Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
- Cultivates positive relationships and maintains effective communication with parents, students and other staff. Models relationship-building skills in all interactions.
- Must successfully pass a security clearance.
- Perform other duties as assigned.

JOB DUTIES

- Maintain punctual, regular, and predictable attendance.
- Must be responsible and pay attention to details.
- Able to work alone as well as collaboratively in a team environment with a spirit of cooperation and sportsmanship in sports.
- Maintain a positive image at all points of contact with members of the public.
- Assist program directors with specific tasks as assigned.
- Maintain professional attitude/manner and respectfully take direction from supervisor.

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS

- Ability to walk, run, stand, squat, kneel and sit for long periods of time.
 - May be required to lift and/or carry items up to 50 lbs.
 - Partake in sports related activities/drills/demonstrations
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FOR SOCIAL RESPONSIBILITY

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 disabilities to perform the essential functions.

Employee Signature: _____

Employer Representative: _____

Date: _____

The statements of this job description are intended to describe the general nature and the level of work being performed by people hired for this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required for this position.

Prepared by: Senior Program Director

Prepared Date: 5/31/2024

Approved by:

Approved Date: