



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

NORTH SUBURBAN YMCA

Job Title: Gymnastics Program Coordinator
Reports to: Sports and Gymnastics Director

FLSA Status: Non-Exempt
Revision Date: 9/5/17

POSITION SUMMARY:

Provides direct leadership, instruction and motivation for students in gymnastics classes and competitive team to ensure implementation of high quality gymnastics program.

ESSENTIAL FUNCTIONS:

1. Must have 1 year coaching experience of J.O. Compulsory and Optional Levels 3-7.
2. Must have working knowledge of current teaching practices and spotting techniques.
3. Instructs gymnastics lessons in accordance with YMCA guidelines, having prepared lesson plans accordingly. Plan and instruct lessons in a safe, fun and progressive manner. Lessons need to be skill appropriate for each class/student. Use check lists.
4. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA.
5. Communicate proactively and clearly information and hand out flyers on gymnastics programs and schedules.
6. Maintains records as required (i.e. attendance, progress reports, etc.). Notify Director if gymnast need to be moved to a different level.
7. Attends staff meetings and trainings as scheduled.
8. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
9. Organizes and sets up and puts away needed class equipment. Monitor gymnastics equipment and area for safety, and report damaged equipment or maintenance needs.
10. Trains and supervises class aides as assigned.
11. Responsible to report any incidents, accidents or problems to supervisor immediately and required to fill out incident report.
12. Work with staff to create a positive and energetic learning environment.
13. Help implement the character values of Caring, Honesty, Respect, and Responsibility to all coaches and gymnasts.

YMCA LEADERSHIP 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.

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. One year coaching Experience in competitive gymnastics.
2. Able to work and teach both independently and in a team setting.
3. YMCA Gymnastics Instructor certification, or equivalent.
4. Some college preferred
5. Clean background check
6. CPR and First Aid certified (within 90 days of employment)
7. USAG Safety Certification and AAU Positive Coaching Certification (within 30 days of employment)

PHYSICAL DEMANDS:

1. Ability to walk, stand, and sit (including on the floor) for long periods of time.
2. Must be able to spot and lift athletes of various ages and sizes.
3. Position may require bending, lifting, kneeling, walking and running, and demonstrating techniques.
4. Ability to speak concisely and effectively communicate.
5. Ability to instruct and observe participants in proper skill techniques.
6. Ability to lift and move equipment.

Salary: depending on experience

HOW TO APPLY:

- Apply By Email ONLY: hr@nsymca.org
- NO PHONE CALLS.
- Send resumes, references, salary history