



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

GYMNASTICS COORDINATOR – TUSCARAWAS COUNTY YMCA

Job Title	Gymnastics Coordinator	Exempt/ Non Exempt	Non-exempt
Reports To	Youth Sports Director	Full Time/ Part Time	Part time 10-15 Hrs Week
Department	Gymnastics	Salary	\$10-\$12 per hour
Revision Date:	07/29/2020	Location	Dover, OH

POSITION SUMMARY:

Under the direction of the Youth Sports Director, the gymnastics coordinator is responsible for leading a fun, high quality, high energy program based on the core values of the Tuscarawas County YMCA. Responsibilities include leadership of preschool, progressive, tumbling, and cheerleading classes and open gym. This also includes oversight of the competitive gymnastics program through collaboration with the team head coach.

ESSENTIAL FUNCTIONS include the following, other duties may be assigned:

1. Conduct fun, energizing, safe, and developmentally appropriate classes while promoting a positive atmosphere.
2. Demonstrate basic skills, lead warmups, and aid children in spotting in accordance with YMCA and USAG standards for gymnastics.
3. Maintain rosters, class scheduling, instructor assignments, wait-list management, develop and adapt lesson plans, communication with parents and staff, and any additional items pertinent to the gymnastics program.
4. Compile program statistics. Monitor and evaluate the effectiveness of and participation in program.
5. Develop program curriculum and classes to meet the needs of participants to increase participation, expand, programming, and establish new program activities in accordance with YMCA strategic and operating plans.
6. Interact, and communicate effectively with athletes and their parents
7. Assists in the recruitment, hiring and training of new gymnastics staff.
8. Effectively supervise, coach, mentor and evaluate gymnastics staff and volunteers and jointly develop improvement plans when necessary.
9. Work with youth sports director to develop and control the department budget.
10. Attend staff meetings and trainings as scheduled. Uses the YMCA Leadership modules to grow the program as well as self-improvement and growth.
11. Maintain program areas and adhere to program standards in regards to equipment, storage, safety and cleanliness.
12. Inspect equipment within program for safety hazards, damage or wear. Communicate equipment and/or supply needs with management.
13. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
14. Assists in YMCA fundraising activities and special events.
15. Perform other duties as assigned.



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YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Effectively creates and manages budgets.

Holds staff accountable for high-quality results using a formal process to measure progress.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. 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. Minimum of one-year experience leading or coordinating a program or related activity
2. 3-4 years' experience as gymnastics instructor or coach.
3. Proficient in common computer applications including, MS Word, Excel, Outlook, etc.
4. Ability to work flexible varying hours including, weekends and evenings
5. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
6. Proven track record of developing authentic relationships with others.
7. Certified in CPR w/AED, First Aid, and USAG safety certification requirements within 60 days of employment

Must attend New Employee Orientation and to further personal development and continuing education opportunities as set by the YMCA of the USA

PHYSICAL DEMANDS

1. Ability to walk, stand, and move briskly for long periods of time.
2. Exposure to communicable diseases and bodily fluids.
3. Must be able to lift and/or assist children up to 150 pounds in weight.
4. Must be able to lift gymnastics equipment and supplies weighing up to 100 pounds.
5. Position requires bending, lifting, kneeling, and walking, and running.
6. Ability to speak concisely and effectively communicate.
7. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency

Resumes accepted until August 14, 2020. Email zita@tuscymca.org.

Tuscarawas County YMCA, 600 Monroe St, Dover, OH 44622