



**FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**

## **JOB DESCRIPTION**

Job Title: Gymnastics Director  
FLSA Status: Exempt  
Status: Full Time

Department: Gymnastics  
Revision Date: 5/2019  
Reports to: Branch Executive Director

### **POSITION SUMMARY:**

Under the direction of the Executive Director, the Gymnastics Director will help coordinate a gymnastics program at the Y. This position will design the progression, curriculum and teach gymnastics skills to program members in a safe, professional, and caring manner while assisting participants in working toward skill achievement and personal growth. This person will promote team building and camaraderie between team members, their parents and other team coaches.

### **ESSENTIAL FUNCTIONS:**

1. Plans and implements programs, leagues, camps, clinics and classes which may include but are not limited to:
  - a. Establishes new program activities and expands programs in accordance with strategic and operating plans.
  - b. Know and follow the USA Gymnastics policies and procedures and compulsory routines including proper spotting techniques
  - c. Design and implement team curriculum, with long term goals and daily lesson plans.
  - d. Develop levels within the gymnastics center including monthly clinics, intermediate and academy programs.
  - e. Recognize individual differences and adjust teaching strategies as needed for the success of all gymnastics.
  - f. Communicate with instructors to promote the organizational flow of classes.
  - g. Communicate, listen and respond in a professional manner with participants and parents.
  - h. Attend practices, trainings, meets and team functions and be a positive role model
  - i. Enforce specific rules and regulations which limit risk to participants.
  - j. Prepare practice by inspecting gymnastics center and equipment before and after practices and documenting things that need attention.
  - k. Ensure proper building coverage is present for all program related functions in accordance with program needs.
2. Hires, trains and supervises assigned program staff and volunteers including but not limiting to ensuring adherence to work schedules, monitoring staff performance and ensuring staff follow policies and procedures.
3. Monitor and evaluate the effectiveness of programs, compile program statistics and set goals. Develop and control department budget.
4. Follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards.
5. Assist in YMCA fundraising activities and special events.
6. Develop and maintain collaborative relationships with community organizations.
7. Accept additional assignments as deemed appropriate, within the scope of the job description.

**YMCA COMPETENCIES (Team Leader):**

Mission Advancement: Reinforces the Y’s values within the organization and the community. Effectively communicates the benefits and impact of the YMCA’s efforts for all stakeholders. Implements effective systems to develop volunteers at program, fundraising, and policy leadership levels. Secures resources and support for all philanthropic endeavors.

Collaboration: Develops strategies to ensure staff and volunteers reflect the community. Builds and nurtures strategic relationships to enhance support for the YMCA. Serves as a community leader building collaborations based on trust and credibility to advance YMCA mission and goals. Communicates for influence to attain buy-in and support of goals. Provides tools and resources for the development of others.

Operational Effectiveness: Integrates multiple thinking processes to make decisions. Involves members and community in the development of programs and activities. Ensures execution of plans. Institutes sound accounting procedures, investment policies and financial controls. Assigns clear accountability and ensures continuous improvement.

Personal Growth: Fosters a learning environment embracing diverse abilities and approaches. Creates a sense of urgency and positive tension to support change. Anticipates challenges that can sidetrack or derail growth and personal learning. 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. Current USA Gymnastics Safety Certification or obtain within first 30 days of hire
2. 3-4 years of related instruction, coaching and lesson planning
3. Practical knowledge of progressive skill building as related directly to instructional gymnastics and working knowledge of USA gymnastics
4. 21 years of age
5. Excellent interpersonal, communication, and problem solving skills.
6. Possess strong leadership qualities and work as a team member
7. Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
8. Proficiency in Microsoft Office and ability to quickly learn other software programs

**JOB EXPECTATIONS:**

All employees are expected to act in a manner in line with the YMCA values and within the confines of the information listed above. Anyone found not acting in these manners will receive disciplinary measures up to and including verbal warnings, documented infractions, and/or termination.

Certifications required within 30 days of hire: CPR/AED & First Aid. Redwoods trainings required prior to the start of employment.

Available to work evenings and weekends

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Visual, auditory, and verbal ability to communicate effectively.
- Must have high level of alertness, concentration, and initiative.
- Sufficient strength, agility, and mobility to perform job responsibilities.
- Ability to lift 50 lbs. and stand, walk, or sit for extended periods of time; occasionally stoop/bend.
- Maintain a neat and professional appearance at all times.

**SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee’s name

\_\_\_\_\_  
Employee’s signature

Today’s date: \_\_\_\_\_