



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

## **JOB DESCRIPTION**

Job Title: Gymnastics, Dance, Cheer Coordinator  
FLSA Status: Non Exempt  
Reports to: Executive Director

Department: Gymnastics  
Status: Part-time

### **POSITION SUMMARY**

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. The Gymnastics, Dance, Cheer Coordinator's primary responsibility is to oversee all Department curriculum, staffing, and staff performance.

### **ESSENTIAL FUNCTIONS**

1. Prepare class schedules including monthly in-services and agendas
2. Instruct for 15-20 hrs/wk
  - a) Substitute for staff as needed
3. Manage member and staff relations during programming
4. Assist in recruiting, interviewing and training all gymnastics, dance, cheer staff
  - a) Collaborate with Executive Director to motivate staff and achieve goals
  - b) Ensure records of staff certifications are current and complete
5. Monitor daily classes, curriculum and training to adhere to all program BEST PRACTICES as it relates to appropriate teaching techniques and safety
  - a) Ensure completion of daily equipment checks
  - b) Ensure completion of daily and weekly cleaning tasks
6. Provide general department support, including but not limited to, responding to inquiries, data tracking, and reporting
7. Maintain visible presence in the YMCA to support staff, ensure best practices and foster member relationships
8. Follow emergency procedures and safety precautions including procedures for reporting all accidents, incidents and hazards.
9. Assist in YMCA fundraising activities and special events.
10. Develop and maintain collaborative relationships with community organizations.
11. Accept additional assignments as deemed appropriate, within the scope of the job description.
12. Obtain and maintain required trainings.

### **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:**

- Previous teaching experience in gymnastics, dance, cheer. All not required but willingness to learn all.
- Excellent interpersonal, communication, and problem solving skills.
- Possess strong leadership qualities and work as a team member
- Ability to relate and communicate effectively to diverse groups of people from all social and economic segments of the community.
- 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