



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

YMCA JOB DESCRIPTION

Job Title: **Gymnastics Coordinator**
FLSA Status: Part Time
Reports to: COO

Dept. Code:111

Revision Date: 2/12/2019

POSITION SUMMARY:

The Gymnastics Coordinator will impact the community in the areas of healthy living, youth development, and social responsibility through the effective management of the YMCA gymnastics program. The gymnastics coordinator will assist the COO in the management of the gymnastics program in accordance with the policies and purpose of the Parkview Huntington Family YMCA.

ESSENTIAL FUNCTIONS:

1. Assist COO on the development and implementation of a safe and effective curriculum for the YMCA gymnastics program.
2. Serve as lead instructor.
3. Serve as communication liaison between COO and gymnastics parents.
4. Assist COO with recruiting, hiring, and evaluating gymnastics instructors through regularly scheduled meetings.
5. Direct and supervise gymnastics instructors.
6. Intentionally communicate with gymnastics parents through a weekly or monthly newsletter.
7. Engage in active listening and model relationship-building skills in all interactions with members, volunteers, guests, and staff members in order to build relationships and communicate our cause. Respond to all member and community inquiries and complaints in timely and professional manner.
8. Reflect and uphold the mission and core values of the YMCA when dealing with gymnastics participants, parents, and community members.
9. Follow and enforce YMCA policies and procedures; respond to emergency situations.
10. Honor the dress code. No short shorts or cleavage.
11. Must be highly motivated, professional, and have an enthusiastic attitude.
12. Willingness to perform other duties as assigned.



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YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Ys 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. Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. 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. Certifications: CPR, First Aid, AED as offered by the YMCA.
2. Embody the mission, vision, and core values of the YMCA.
3. Effective communication and organizational skills.
4. Knowledge and understanding of gymnastics principles, specific to the curriculum established.

PHYSICAL DEMANDS

Ability to perform all physical aspects of the position; including leading class, walking, standing, bending, reaching, and lifting.