



FOR YOUTH DEVELOPMENT
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

TRI-CITIES FAMILY YMCA

Job Title: Boys Gymnastics Coordinator

Salary: Based on experience

Hours: Part Time

Monday – Thursday 2:30-8:30 PM & Occasional Saturday Hours

POSITION SUMMARY:

Operating within the policies, procedures, and practices of the Tri-Cities Family YMCA, this position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. This coordinator will oversee the girl's school age program.

JOB RESPONSIBILITIES:

- Provide a safe, fun, secure setting for children to learn in.
- Develop and maintain open communication with all parents.
- Communicate to Sports Director any problems, concerns or suggestions regarding children or classes.
- Assist YMCA in positively marketing the facility and programs to YMCA members and community. (Read YMCA brochures & be very familiar with gymnastics classes/levels, handbooks, flyers, etc)
- Keep an accurate inventory of supplies and equipment and notify director when replacement or repair is necessary.
- Keep gym, seating area and equipment clean at all times.
- Attend staff meetings and meet with director/leads as scheduled.
- Dress appropriately for coaching duties (Including gymnastics or Y shirt, name tag, black pants or shorts and tennis shoes.)
- Maintain and project a positive attitude in the gymnastics area and all other areas of the YMCA. I will not partake in rumors or negative discussions regarding the center or employees.
- Employees should be in assigned area at all times while clocked in. No cell phones or texting while clocked in. (Emergencies only)
- Keep record of School Age Employees CPR & Concussion Training.
- Fill out incident reports when needed and turn them in to Director.
- Develop Lesson Plans for School Age Program.
- Keep skill sheets updated for school age program.
- Keep report cards updated for school age program.
- Help Director/Coordinator with brochure information.
- Help evaluate classes at end of sessions.
- Make sure school age staff are up to date on all certifications.
- Hire & Train all Staff for school age gymnastics program.
- Make Sub lists for School age gymnastics programs.
- Schedule School Age Coaches each session.

- Keep Bulletin Board updated with any events for school age gymnasts.
- Walls of Fame-keep updated, adding new skills each session.
- Help plan fun meets w/team director.
- Promotion of programs

QUALIFICATIONS:

- Working knowledge in at least one of the following areas: Gymnastics and Tumbling.
- Willingness to learn additional areas in the Gymnastics Department
- Demonstrated ability to teach the development of skills and proper techniques on each apparatus.
- Ability to lift equipment and to spot children.
- Ability to motivate and effectively communicate with members, nonmembers, parents, staff and students.
- Exercises mature judgment and sound decision-making.
- Typical requirements within 30 days of hire include: completion of: CPR; First Aid; AED; Blood borne Pathogens.
- Completion of YMCA program-specific certifications.
- USAG Certifications (must complete within 60 days)
- Excellent interpersonal skills with athletes of all ages and parents
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.
- Ability to lead and motivate!
- Experience working with kids!

(SIGNATURE OF EMPLOYEE)

(DATE)

(PRINTED NAME)