



Job Title: **GYMNASTICS COACH**
Category: Variable Hour Part-time
Shift: Varies Including Nights and Weekends
FLSA Status: Non-Exempt
Pay Range: \$11.10 - \$13.10 Hourly DOE

Created or Revised Date: 1/1/2019

SUMMARY:

Under the supervision and guidance of a Gymnastics Head Coach, the Gymnastics Coach is responsible for coaching and instructing all skill level class participants. Teaches a variety of classes at the Gymnastics Center in a positive, safe, educational and fun environment. Positively communicates information on CVPRD programs.

ESSENTIAL FUNCTIONS OF THE JOB:

Persons hired in this position must be able to perform all the essential tasks required by the position. The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. Carbon Valley Parks and Recreation District retains the right to modify or change the duties or essential tasks and additional functions of the job at any time. Examples of duties are not intended to be all-inclusive or restrictive.

General Duties:

- Instructs class lessons as assigned in accordance with CVPRD guidelines
- Provides input on preparation of lesson plans and routines for classes
- Develops positive relationships with participants, and provides motivational support and guidance
- Encourages member and parent involvement
- Conveys information about Gymnastics Center programs and schedules to the public
- Follows all CVPRD emergency and safety procedures. Completes incident and accident reports as necessary
- Participates in staff meetings, trainings, events, reviews and meets as scheduled
- Organizes, gets out, and puts away needed class equipment. Reports damaged equipment
- Upholds all CVPRD policies, procedures, standards and code of conduct
- Fulfills any functions designated by the Gymnastics Coordinator or Gymnastics Head Coach for the betterment of the program and the ability of the CVPRD to meet its mission

Administrative Duties:

- Maintains Gymnastics front desk area and class records in an orderly and efficient manner.

Budget/Resource Management:

CVPRD is committed to diversity and equality in employment.



- Assures that responsibilities are performed within budget and performs cost control activities such as monitoring expenditures to assure sound fiscal control

Supervision/Development of Subordinates:

- N/A

Public Relations/Communication:

- Attends necessary staff meetings, trainings, and in-service programs
- Communicates openly and effectively with supervisors, co-workers, staff, participants, parent, volunteers, and other community members
- Provide excellent customer service in a timely manner
- Models appropriate behaviors and handles complaints and disciplinary problems involving patrons or staff in a professional manner and adhering to district policies and procedures
- Reports any changes, conflicts or unsafe circumstances to supervisor immediately
- Has thorough knowledge of and communicates effectively with customers regarding district programs, policies, and services

Miscellaneous Duties:

- Ability to organize, direct, lead, and troubleshoot daily operations, services, and safety of team and recreation programs
- Basic knowledge and physical ability to teach team and recreational programs
- Ability to effectively implement team and recreational services communications and publicity functions
- Skill in forward thinking and ability to identify problems or issues and assist with developing effective solutions, resolve complex problems, and gain cooperation among interested groups
- Ability to work with a growing recreation program and participate in collaborative activities
- Identify and/or recommend maintenance, improvement, or repair of facility equipment, property, and operational procedures to ensure safety, efficiency, and fiscal responsibility
- Take proper safety precautions, anticipate unsafe circumstances, and act accordingly to help prevent accidents
- Perform additional assigned duties as required

QUALIFICATIONS:

Required Qualifications:

- Must be at least 15 years of age
- CPR/First Aid/AED Certification or the ability to become certified at the next District sponsored training
- Must be available to work varying shifts which may include days, nights, weekends and holidays



- Working knowledge in at least one of the following areas: Gymnastics, Tumbling, Cheerleading and Dance
- Willingness to learn additional areas in the Gymnastics Center.
- Demonstrated ability to teach the development of skills and proper techniques in area of specialty
- Ability to lift equipment and to spot children
- Ability to motivate and effectively communicate with students, parents and coworkers
- Exercises mature judgment and sound decision-making

Preferred Qualifications:

Any equivalent combination of training and experience that provides evidence the applicant possesses the necessary traits.

Required Special Qualifications:

- N/A

WORKING CONDITIONS:

- Ability to sit or stand for extended periods of time
- Hand eye coordination
- Spotting and lifting athletes of various ages and sizes; must be able to lift up to 50 lbs
- Fine manipulation skills to operate computers and office equipment or perform training, instruction, and coaching
- Duties are primarily performed at Gymnastics Center during regular business hours
- May be required to attend meetings, workshops or District events outside of normal business hours
- Operates gymnastics apparatus and standard office equipment including computers, computer keyboards telephone, calculator, copy machines, fax machine, etc.
- This position works closely with others as well as well as independently
- The noise level in the environment is moderate to loud
- Due to the nature of recreation activities, the full range of physical movements may be required and may include (but are not limited to) walking, running, jumping, lifting, climbing, and swimming
- Occasional travel by automobile is required to attend professional meetings and workshops or to reach a recreation activity site located away from the Recreation Center.
- While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, use hands to finger, handle, or feel objects, tools, or controls, stoop, kneel, crouch, or crawl, and reach with hands and arms.
- Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualification's associated with the job. The employee may perform other duties as assigned.



Applicants must, as a condition of employment, pass the following pre-offer and post-offer/hire processes: interview, reference checks, background checks that may include, local police check and, driving check through DMV.