

YMCA of Vincennes Job Description

Position: Gymnastics Instructor/Coach

FLSA Type: Non-Exempt

Reports To: Gymnastics Director

Function:

Teaches a variety of classes in the Gymnastics Department in a positive, safe, educational and fun environment. Positively communicates information on YMCA programs.

Qualifications:

Working knowledge in at least one of the following areas: Gymnastics, Tumbling, Cheerleading and Dance. Willingness to learn additional areas in the Gymnastics Department. 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 members, parents and students. Exercises mature judgment and sound decision-making. Requires current CPR and First Aid certification.

Principle Job Activities

1. Instructs class lessons as assigned in accordance with YMCA guidelines.
2. Assists with preparation of lesson plans and routines for classes.
3. Develops positive relationships with participants, and provides motivational support and guidance.
4. Encourages member and parent involvement.
5. Conveys information about Gymnastics Department programs and schedules to the public.
6. Follows all YMCA emergency and safety procedures. Completes incident and accident reports as necessary.
7. Participates in staff meetings, trainings, events, reviews and meets as scheduled.
8. Organizes and puts away needed class equipment. Reports damaged equipment.
9. Maintains Gymnastics office and class records in an orderly and efficient manner.
10. Trains and supervises new instructors as assigned.
11. Upholds all YMCA policies, procedures, standards and code of conduct.
12. Fulfills any functions designated by the Gymnastics Director for the betterment of the program and the ability of the YMCA of Vincennes to meet its mission.

Effect on End Result:

This position ensures that the YMCA of Vincennes provides safe, positive and educational classes in the Gymnastics Department to fully support the YMCA mission.

I understand and accept that the above description represents my agreement as to the job to be performed.

Signature _____

Date _____



