



HEAD COACH-GYMNASTICS

Position:	Head Coach-Gymnastics
Department:	Gymnastics
Reports to:	Recreation Supervisor-Gymnastics
Location:	Wulf Recreation Center
Status:	Part Time 2 (up to 20 hours per week)
Hourly Wage:	\$12.64-\$16.00 hourly

Nature of Work

Under the direction of the Recreation-Supervisor-Gymnastics, this position is responsible for coaching and teaching competitive team gymnastics skills in a public recreational facility.

Essential Functions

- Must possess a highly defined focus towards both internal and external guest service
- Explains and demonstrates use of apparatus and equipment
- Explains and demonstrate principles, techniques, and methods of regulating movement of body, hands, and feet to achieve proficiency
- Observes gymnasts during practice to detect and correct mistakes
- Explains and enforces safety rules and regulations
- Explains method of keeping score
- Organizes and conducts practice sessions and competitions
- Checks equipment regularly for safety and needed maintenance
- Keeps record of specific team finances, schedules, and attendance
- Conducts parent meetings for his/her specific team
- Communicates with management and secretary for invoicing and marketing
- Finds substitutes for classes when not available
- Communicates with parents, gymnasts, coordinator(s) and supervisor
- Report accidents and injuries that occur during class
- Administer first-aid as necessary
- Answer phones and return messages as needed

Management & Supervisory Duties

- Trains other coaches and instructors on proper techniques and safety for the corresponding level of gymnastics
- Requires the ability to establish and maintain professional working relationships with other District personnel, the general public, and representatives of other agencies

Illustrative Examples of Duties

- Using team coordinators templates, figure team fees for competition season
- Set up and clean up gym for daily practices
- Size gymnasts on team for uniform
- Create lesson plans for practices

Skills

- Basic computer skills in MS Office





- Organizational skills

Knowledge

- Knowledge of the Policies and Procedures of the District and USAG competition
- Knowledge of gymnastics instruction and coaching methods

Abilities

- Ability to instruct gymnast properly and safely to reach goal
- Requires the ability to communicate effectively both verbally and in writing

Required Training, Experience & Qualifications

- Gymnastics coaching experience preferred
- Safety Certification through USAG, or have the ability to obtain within one (1) month of employment
- CPR/AED, and First-Aid Certification, or have the ability to obtain within six (6) months of employment

*Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.

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