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ASSISTANT GYMNASTICS INSTRUCTOR

Job Title: **Assistant Gymnastics Instructor**

FLSA Status: Non-Exempt Staff

Reports to: Gymnastics Director

Revision Date: January 10, 2022

POSITION SUMMARY:

Assists in instruction and motivation for students in gymnastics program.

ESSENTIAL FUNCTIONS:

1. Assists the Gymnastics Instructor in supervising a group of participants in gymnastics program.
2. Arrive at work 10 – 15 minutes before shift to insure everything is set up for class. Please wear appropriate athletic attire.
3. Maintains proper records as required (attendance, report cards, progress report, etc.)
4. Attends staff meetings and trainings.
5. Adheres to program standards including safety and cleanliness standards.
6. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
7. Maintains positive relations with parents and other staff. Models relationship-building skills (including Listen First) in all interactions.
8. Organizes and puts away needed class equipment. Reports damaged equipment.

YMCA COMPETENCIES:

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs.

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.

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. 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

YMCA JOB DESCRIPTION FOR ADAPTED GYMNASTICS STAFF

required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS AND REQUIREMENTS:

1. Knowledge of basic gymnastics and willingness to learn.
2. Must be mature and able to use good judgement.
3. Must be able to communicate well with children, parents and other staff members.
4. Must have experience working with children of all ages.
5. Must be at least 14 years of age.

PHYSICAL DEMANDS

While performing the duties of this job the employee is frequently required to stand, walk, sit and stoop, kneel, crouch or crawl. The employee must occasionally lift and or move up to 50 pounds. On occasions employee will have to restrain a child. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

My Signature below indicates my acceptance of the job responsibilities and duties as stated above. I give permission for the Newport County YMCA to secure medical treatment for me in case of an emergency.

Signature

Date

Parent/Guardian Signature (if under 18)

Date