**Position Summary:**
This position supports the work of the Newport County YMCA and the Gymnastics Program.

**Essential Functions:**
1. Directs and supervises program activities to meet the needs of the community and fulfill YMCA objectives. This includes instructing classes or supervising open play/open gym or birthday parties.
2. Assists in the marketing and distribution of program information, may organize and schedule program registrations. May review and process program scholarship applications.
3. Coordinates and maintains the billing system for the department and keeps all participants up to date.
4. Develops and maintains collaborative relationships with community organizations.
5. Keeps the gym clean and safe for participants and communicates to the maintenance staff when there is anything that needs improvement.
6. Assists with the development of the program budget and monitors to meet fiscal objectives.
7. Coordinates use of facilities for program activities and events.
8. Assists in YMCA fund raising activities and special events.
9. Models relationship-building skills (including Listen First) in all interactions. Responds to all member and community inquiries and complaints in timely manner.
10. Attends Y staff meetings and assists the NCYMCA with Director on Duty responsibilities
11. Coordinates and works collaboratively with NCYMCA Camp Director with supervision of Gymnastics Summer Camp.
12. Compiles program statistics. Monitors and evaluates the effectiveness of and participation in program.
13. Other duties may apply as the program grows.

**YMCA Competencies (Team Leader):**

- **Mission Advancement:** Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

- **Collaboration:** Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

- **Operational Effectiveness:** Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through
engagement of team. Effectively creates and manages budgets. Holds staff accountable for high-quality results using a formal process to measure progress.

**Personal Growth:** Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

**QUALIFICATIONS:**
1. High School Diploma or working towards/has obtained a bachelor’s degree.
2. Prior experience as a Gymnast or Gymnastics Instructor, as well as a background in Sports Management.
3. USAG Membership and USAG Safety Certified.
4. Minimum age requirements may apply; for example, minimum age of 21.
5. Typical requirements within 30 days of hire include: completion of: Child Abuse Prevention for Supervisory Staff; Working with Program Volunteers; CPR; First Aid; AED; Bloodborne Pathogens.
6. Completion of YMCA program-specific certifications (Team leader, etc...)
7. Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

**PHYSICAL DEMANDS**
Sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations (depending upon the programs).

__________________________          ______________________________
Employee Signature                  Gymnastics Director

__________________________          ______________________________
Date                               Date

__________________________          ______________________________
CEO                                 Date

The Y: We’re for youth development, healthy living, and social responsibility.