



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

BILLINGS FAMILY YMCA JOB DESCRIPTION

Job Title: **Gymnastics Instructor**

FLSA Status: Part time, Non-Exempt

Revision Date: February 17, 2014

Reports to: Sports Director

Position Summary:

The Gymnastics Instructor is responsible for the planning and implementation of tumbling classes, promotes programming, subs for rock tumble, n roll, and provides excellent service to participants in a safe, enjoyable, and positive environment that promotes a quality experience for the participants.

Essential Functions:

1. Planning and implementation of tumbling classes, works directly with the sports director.
2. Arrive 20 minutes prior to first scheduled class to set up the Thomas Kids Gym, inspect all equipment before use and have progressive skill list ready for class. Must check off required skills as completed.
3. Inform Sports Director of any problems, concerns or equipment damage. Make recommendations on equipment needed for the gym.
4. Retention and retainment of athletes through the gymnastics courses we offer. Makes recommendations for additional courses and equipment.
5. Have a good understanding of the programs offered in the Thomas Kids Gym
6. Conducts energizing, fun, safe, and developmentally appropriate classes while promoting a positive atmosphere.
7. Builds effective relationships with participants and their parents.
8. Keeps accurate class attendance records, skill list records and follows up with parents regarding where the child has progressed to.
9. Follows YMCA policies and procedures, including those related to medical and disciplinary situations, child abuse prevention and emergencies.
10. Locate a substitute instructor when unable to attend a regularly scheduled class due to an illness or personal conflict. Must notify the Sports Director as soon as possible.
11. Attend staff meetings and trainings as deemed necessary by the Sports Director.
12. Must adhere to department S.M.A.R.T goals.

CORE COMPETENCIES (ALL STAFF):

CUSTOMER SERVICE

- Always have a friendly, helpful attitude and wear a smile.
- Take initiative to greet and assist all members, potential members, program participants and volunteers in a courteous, professional and friendly manner. Be enthusiastic towards members by learning their names and expressing an interest in their YMCA activities.
- Work daily to develop personal and meaningful relationships with members, volunteers, donors and others. Strive to understand individual's goals and interests to enrich their YMCA experience by introducing them to new programs, staff, members and volunteer activities.

- Actively listen, reflect and respond to member questions and concerns in a caring manner. When the opportunity presents itself, go above and beyond to resolve the situation immediately.
- Embrace new approaches and discover ideas to create a better member experience.

MISSION ADVANCEMENT

- A willingness to commit to the mission of the YMCA. Demonstrate a desire to serve others and fulfill community needs.
- Is familiar with and able to articulate the mission statement, areas of focus and core values of the YMCA with people of all ages and backgrounds. Models the core values of caring, honesty, respect and responsibility while working and communicating with members, program participants, volunteers and other staff members.
- Be knowledgeable and supportive of the YMCA annual support campaign.
- Be informed about volunteer opportunities.
- Speak enthusiastically on behalf of the YMCA publicly and at given opportunities.

TEAMWORK

- Ability to establish and maintain harmonious relationships with staff members in all departments.
- Seeks every opportunity to encourage, motivate and thank fellow staff members for their work. Completes S.T.A.R. slips to thank and recognize a job well done by others.
- Be knowledgeable about YMCA programs. This includes being familiar with all current program guide information, upcoming events and other special activities.
- Keeps up to date all internal communication.

OPERATIONAL EFFECTIVENESS/SAFETY

- Be dressed in appropriate attire and wear nametag at all times. Consistently perform duties in a safe and conscientious manner.
- Follow and enforce all YMCA procedures and policies, including those related to: personnel guidelines, medical and disciplinary situations, child abuse prevention, safety guidelines, facility access procedures, membership policies and emergencies. Complete Incident Report Forms as required.
- Be knowledgeable of all current Emergency Action Plans and carry out plans as necessary.
- Maintain a clean and safe YMCA. Take initiative to clean up/repair areas. Complete Maintenance Request forms as needed. Report safety issues to the appropriate supervisor.
- Attend and remain current on all mandatory trainings and staff meetings.

QUALIFICATIONS:

1. USA Gymnastics Certified, plus one to two years of experience teaching youth gymnastics. Previous experience as a gymnast preferred. Must be enthusiastic about gymnastics.
2. Minimum 21 years of age with valid Montana Driver's License.
3. CPR, First Aid, AED certifications required, Child Abuse prevention training within 30 days of hire date.
4. Desire and ability to work with people of all ages.

PHYSICAL DEMANDS:

1. Must be in reasonable good physical condition and be able to work extended periods of time on his/her feet.

2. Ability to perform all physical aspect of the position; including walking, standing, bending, kneeling, and lifting.
3. The physical ability to supervise, instruct and lead groups of children relating to sports.
4. Visual and auditory ability to respond to critical situations and physical ability to act swiftly in an emergency.

This job description may not be all inclusive and employees are expected to perform all other duties as assigned and directed by management. Job descriptions and duties may be modified when deemed appropriate by management.

Employee Name: _____

Employee Signature: _____ **Date:** _____

Directors Signature: _____ **Date:** _____