



## **Gymnastics Instructor Job Description**

**Position Title:** Gymnastics Instructor

**Reports To:** Gymnastics Coordinator

### **General Function:**

Responsible for the training and instruction of participants of the gymnastics in accordance with the policies, procedures and standards established by the Executive Director and the Clallam County Family YMCA Board of Directors.

### **Minimum Requirements:**

- Be physically able to complete each skill or routine being taught to participants. (Includes bending, stretching, jumping, rolling, straddling, hanging, pulling, etc.)
- Be able to lift and support 30 pounds repetitively.
- Attend all required trainings and meetings.

### **Areas of Responsibility:**

- Exhibit an energetic fun personality that is able to engage children and still able to command respect of children and adult participants alike.
  - Develop relationship with family and call when 2 classes missed or information needs to be given to the family or concerns communicated.
  - Communicate with Gymnastics Coordinator anything about class, child, parents or any comments that will help the program remain successful.
  - Instruct participants in the skills and routines, emphasizing safety throughout to the children and their adult participants accordingly.
  - Keep classroom clean and sanitized between sessions and at the end of your shift.
  - Inform Gymnastics Coordinator when any supplies needed for safety and sanitation by leaving a note or calling if necessary.
  - Work as a team with other Gymnastics staff.
  - Wear appropriate athletic attire according to Gymnastics Uniform Policy.
  - Responsible for regular attendance of scheduled classes and finding coverage when unable to attend a class. (See Supervisor for Attendance & Substitutes Policy).
1. Supports the Mission, Vision and Direction of the YMCA: Understands and supports the mission of the YMCA; displays the YMCA values of Caring, Respect, Responsibility and Honesty as well as displays flexibility and the ability to accept change. Is willing to try new methods and make suggestions. Shows a strong commitment to the YMCA,

conveys enthusiasm for the YMCA and for his/her work.

2. **Builds Community:** Understands and embraces the role of volunteers; helps members and participants make connections to others and to the YMCA; practices effective relationship building techniques; supports the role of fund-raising in achieving the YMCA mission.
3. **Provides A Quality Experience For Members, Participants, Internal Customers and Others:** Possesses the ability to deliver outstanding experiences for members, participants, internal customers and others; builds warm and supportive relationships; consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution; looks for better ways to serve and involve members, participants, internal customers and others.
4. **Works Productively:** Demonstrates responsible actions; consistently performs duties in a safe and conscientious manner within agreed upon timeframes; follows standards, policies and procedures; is reliable and consistently punctual; actively participates in staff meetings, required trainings and other work related activities; uses good judgment; uses YMCA resources appropriately and efficiently.
5. **Uses Effective Personal Behaviors/Communicates Effectively:** Treats everyone with courtesy, respect and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people; demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively as a team member.

