



## **Gymnastics Instructor/Birthday Party Coordinator**

Wilmette Park District

**Contact Name:** Carol Heafey  
**Contact E-mail:** [cheafey@wilpark.org](mailto:cheafey@wilpark.org)  
**Contact Phone:** 847-256-9692  
**Closing Date:**  
**Salary:** \$20-\$28 per hour

### **Description:**

**Job Summary:** The Gymnastics Instructor will be responsible for teaching recreational gymnastics classes to boys and girls of all levels with safety and technique as the primary focus. The Birthday Party Coordinator will be responsible for coordinating all aspect of the gymnastics birthday parties from scheduling and booking to staffing and administration. PT-1 - IMRF position, 20-26 hours per week.

**Supervisory Responsibilities:** None

**Gymnastics Instructor:**

Be a positive role model for students

Responsible for the supervision and safety of the students at all times

Responsible for providing motivational support and guidance to participants

**Birthday Party Coordinator:**

Responsible for training and scheduling gymnastics instructors and collaborating with them to create a high quality party experience

Responsible for responding to patrons in a timely manner

Responsible for helping to resolve conflicts that arise in a professional manner

Responsible for organizing all records including room reservations and set up, cancellations, payments, contracts, staffing and welcome signs

Responsible for organizing and reporting information to the gymnastics supervisor regarding birthday party staffing and financials

Responsible for creating a survey annually to retrieve customer feedback on the party experience and will use the information to consider and recommend improvements and/or changes

Will take a leadership role when hosting the birthday parties

**Essential Duties/Responsibilities:**

Actively support the agency's risk management protocol that will effectively control and reduce accidents

Obey the practical safety rules, regulations and procedures established by the Safety Committee, attend and participate in required safety trainings

Promptly report all unsafe actions, practices or conditions to the immediate supervisor

Perform other related duties as assigned, based on agency needs

Teach all ages of participants in our program from age 2-18

Safely spot basic and intermediate gymnastics skills on all events

Teach team level athletes and prepare them for competitions upon request

Closely monitor safety of gymnastics equipment and the gymnastics facility

Follow class lesson plans as prescribed by supervisor

Maintain class management and use class time wisely

Evaluate participants skill acquisition and recommend advancement when necessary to the gymnastics supervisor

Convey information about gymnastics programs to the public

Develop positive relationships with participants and patrons

Available nights and weekends as needed

Attend staff meetings as scheduled

Work collaboratively with other staff as needed

Required Skills/Abilities (Technology, Mathematical, Language):

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

Excellent verbal and written communication skills

Excellent interpersonal and customer service skills

Excellent organizational skills and attention to detail

Strong analytical and problem-solving skills

Strong leadership skills

Ability to interpret instructions furnished in written, oral, diagram, or schedule form

Education and/or Experience:

High-school diploma or equivalent

At least two years gymnastics coaching experience required

Must be at least 21 year of age

Preference will be given to those with previous team coaching experience

Physical Requirements/Work Environment:

Ability to perform all physical aspects of the position; including standing, bending, climbing, balancing, stooping, kneeling, crawling, running and lifting

Exposure to cleaning and disinfecting supplies

Exposure to noise, dust, gymnastics chalk and elevation

Ability to take initiative and use good judgement in responding to situations that arise

Ability to take direction and adapt to the work environment

Required Certificates/Licenses/Registrations:

CPR, First Aid and AED within 3 months of employment

USA Gymnastics Safe Sport Certified within 1 month of employment