



Gymnastics Coach

Wilmette Park District

Contact Name: Liz Cox

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Contact Phone:

Closing Date:

Salary: \$24.02 to \$32.43 per hour

Description:

JOB TITLE: Gymnastics Team Coach

LOCATION: Community Recreation Center

CLASSIFICATION: Full-time, non-exempt

IMRF ELIGIBLE: Yes

REPORTS TO: Gymnastics Supervisor

SUMMARY: Responsible for program development in gymnastics, including planning and coaching. Assists in managing and directing the gymnastics program under direct supervision of the Gymnastics Supervisor. Responsible for preparing the competitive team for competition. Teaches with a focus on safety and technique.

ESSENTIAL DUTIES and RESPONSIBILITIES include the following: • Assists in managing and directing the gymnastics program. • Assists with all aspects of the recreational program including planning and teaching. • Assists with managing and developing various recreational, intermediate and advanced groups. • Assists with daily instruction and spotting of classes and team members on all apparatus. • Provides leadership for the gymnastics team, establishes coaching strategies and teaching methods to develop student athletes' skills and teamwork, analyzes team performance and adjusts strategies as needed. • Demonstrates the ability to develop high quality skills and proper techniques using positive coaching methods. • Works cooperatively with other employees. • Exemplifies professional communication and values frequent and open communication. • Develops positive relationships with parents and participants, and provides motivational support and guidance. • Maintains accurate attendance records for classes and team members. • Organizes and maintains accurate inventory of gymnastics equipment and uniforms. • Takes initiative and uses good judgement in responding to situations that arise.

- Completes incident and accident reports in a timely manner and notifies the Gymnastics Supervisor.
- Lifts & moves equipment and spots participants. • Organizes and puts away class equipment before and after workout; reports damaged equipment. • Participates in staff meetings, trainings, and events as necessary.

- Other duties as assigned by the Gymnastics Supervisor.

ADDITIONAL DUTIES • Attends competitions, conferences and other professional development

opportunities.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. • While performing the duties of this job, the employee is regularly required to talk or hear. • The employee is required to stand and walk around uneven surface and obstacles. • The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds. • Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus. • The employee must maintain close supervision of children when assisting in programs.

ESSENTIAL KNOWLEDGE, SKILLS, AND ABILITIES • Follows directives and is responsible for assigned tasks. • Spots, coaches and teaches highly talented student athletes. • Adheres to all policies, rules and regulations. • Handles multiple tasks in a fast-paced environment as needed. • Organizes work effectively, conceptualizes and prioritizes objectives, and exercises independent judgment based on an understanding of organizational policies and activities. • Provides administrative guidance within area of responsibility and directs training and supervision as needed.

EDUCATION AND/OR EXPERIENCE • Bachelor's degree or higher required. (Or experience in the field.) • Five + years of experience as a recreational coach. • Three + years of optional level gymnastics team coaching experience in a USA Gymnastics Member club setting. • Knowledge of compulsory routines and optional skills and requirements.

HOURS • Minimum 35 hours, 5 days/week. • Weekday, weeknight and weekend hours. • Late afternoon hours until 9pm, or later, if needed.

SAFETY RESPONSIBILITIES • Assists in the creation of a culture of safety and environmental protection by performing work safely in accordance with departmental safety procedures. • Operates equipment safely and reports any unsafe work conditions or practice to supervisor. • Actively support the safety program that will effectively control and reduce accidents. Obey all Park District and departmental safety rules, regulations, and procedures established by the Wilmette Park District that are pertinent to the activities conducted by the department. • Promptly report to the immediate supervisor all unsafe actions, practices or conditions. Conduct equipment inspections as required. • Attend and participate in required safety trainings.