



Gymnastics Instructor III – Xcel and Compulsory Team City of Evanston

Contact Name: Kathryn Dolan
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Contact Phone:
Closing Date:
Salary: \$25.53-\$28.69 DOQ

Description:

TITLE: Gymnastics Instructor III – Xcel and Compulsory Team Coach

DEPARTMENT: Parks and Recreation
DATES: Varies - Weekends and Evenings

General Task Statement:

The City of Evanston Gymnastics Program offers instructional classes to children ages 18 months to 15 years. The Xcel and Compulsory Team Coach is responsible for coaching USAG Level 2 and 3 and Xcel Silver and Gold, in addition to pre-team and advanced gymnastics and tumbling classes as needed.

Supervision:

This position reports to the Chandler-Newberger Program Coordinator and the Division Manager.

Qualifications:

- Must possess five (5) years of experience coaching gymnastics to ages 5-13, including three (3) years or more of experience instructing advanced recreational or competitive gymnastics classes.
- Previous experience coaching USAG Level 2, Level 3, and Xcel Silver and Gold preferred.
- Must possess or be willing to obtain USAG Instructor Membership and maintain it as a condition of employment.
- Must be able to obtain CPR/AED/First Aid certification from a nationally recognized institution and

maintain it as a condition of employment.

· Must demonstrate knowledge of the USAG Women's Developmental Program and USAG Xcel Program.

Essential Function(s) – Task Statements:

- Attend staff training sessions
- Be positive, patient, and engaging
- Responsible for the safety of participants
- Create and facilitate weekly lesson plans for Compulsory and Xcel gymnasts
- Create and facilitate weekly lesson plans for Advanced recreational gymnastics and tumbling programs, as needed
- Assist with the supervision and training of pre-team, advanced recreational, and assistant team coaches
- Monitor gymnast progress and adjust routines, lesson plans, practice schedules, and individual goals as fit
- Attend competitions
- Assist with program set up as needed
- Maintain open communication with the Program Supervisor/Coordinator, other staff, and Family/Guardian/Caregiver with information concerning programming, families, and/or participants
- Report participant progress and behavior within program setting to parents/Supervisor
- Ensure all participants are properly dismissed to caregiver
- Communicate to supervisor(s) if there are problems or issues needing special attention
- Responsible for care and maintenance equipment and storage areas.
- Complete written reports such as accident, incident and the like on a timely manner
- Performs other duties as assigned by Program Supervisor/Coordinator

Specifications:

1. Minimum Reasoning ability usually associated with this classification:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagrammatic form; to deal with problems involving several concrete variables in or from standardized situations.

2. Minimum Language ability usually associated with this classification:

Read: Ability to read staff manuals, memoranda, and attendance sheets.

Write: Ability to complete attendance sheets, accident reports, incident reports and camper behavior reports using prescribed format and conforming to all rules of punctuation, grammar, and style.

Speak: Ability to give verbal direction to subordinates, communicate effectively with co-workers, supervisors, citizens, and the public as well as other employers; speaking extemporaneously on a variety of subjects.

3. Amount of training, either on-the-job or formal education, usually associated with this occupation in addition to the reasoning, math and language abilities detailed above:

A. At least 5 years experience working with children

B. At least 5 years experience participating in team or club sports

4. Degree of Physical Demands (strength) usually associated with the essential functions of this classification:

Light work: Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force

frequently, and/or a negligible amount of force constantly to move objects. Physical demand requirements are in excess of those for sedentary work. Light work usually requires walking or standing to a significant degree. However, if the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.

5. Type of physical demands usually associated with the essential functions of this classification:

Reaching: extending hand(s) and arm(s) in any direction

Handling: seizing, holding, grasping, turning, or otherwise working with hands.

Talking: Expressing or exchanging ideas by means of the spoken word.

Hearing: perceiving the nature of sounds.

Feeling: perceiving attributes of objects such as size, shape, temperature or texture.

Tasting/Smelling: Distinguishing, with a degree of accuracy, differences or similarities in intensity or quality of flavors and/or odors, or recognizing particular flavors and/or odors, using tongue and/or nose.

Climbing: Ascending or descending ladders, stairs, ramps, embankments, and the like using feet and legs and/or hands and arms.

Balancing: Maintaining body equilibrium to prevent falling when walking, standing, crouching, or running on narrow, slippery, or erratically moving surfaces.

Stooping: Bending body downward or forward by bending spine at the waist.

Kneeling: Bending legs at knees to come to a rest on knee(s)

Crouching: Bending the body downward and forward by bending leg(s) and spine.

Crawling: Moving about on hands and knees or hands and feet

Seeing: The ability to perceive the nature of objects by the eye. The important aspects of vision are:

a. acuity-far: clarity of vision at 20 feet or more

b. acuity-near: clarity of vision at 20 inches or less

c. depth perception: ability to judge distance and space relationships so as to see objects where and as they actually are

d. field of vision- observing an area that can be seen up and in a given point

e. accommodation- adjustment of the lens of the eyes to bring an object into a sharp focus, especially important when doing near-point work at varying distances from the eye

f. color vision- ability to identify and distinguish colors

6. Working conditions usually associated with this classification:

The worker is subject to working on feet while conduction programs. Occasional heavy lifting of program equipment may be necessary.

7. Environmental conditions (physical surroundings) usually associated with this classification:

Work environment includes recreation centers, gymnasiums, multipurpose rooms, kitchens, swimming pools, athletic fields, parks, playgrounds, office space, conference rooms, beaches, and field trip sites.

8. Environmental conditions (hazards) usually associated with this classification:

The worker is subject to inside environmental conditions approximately 25% of the time and outside work 75% of the time, no effective protection from the weather conditions or temperature changes.

9. Machines, Tools, equipment, and work aids which may be representative, but not all-inclusive, of those commonly associated with this type of work:

A. pen, pencil, ruler, blueprints, charts, contracts, diagrams, directives, documents, forms, manuals, publications, reference books, schedules, and specifications.

Application Procedure:

To apply for this position, please apply online at www.cityofevanston.org on or before the closing date.

Chosen candidates will be required to provide proof of licenses, certifications, and education required for this position. Candidates will also be subject to qualifying pre-employment processes, including medical examination, drug/alcohol screen, employment verification, and criminal background check. *The City of Evanston is an equal opportunity employer and ensures against discrimination in employment on the basis of a person's race, color, sex, age, religion, disability, national origin, ancestry, sexual orientation, marital status, parental status, military discharge status, source of income, housing status, or gender identity. The City of Evanston is also committed to accessibility for persons with disabilities. Any person needing mobility or communications access assistance should contact Human Resources at 847-448-8204 (voice) or 847-448-8052 (TTY).*