



## **Gymnastics Coordinator**

Palatine Park District

**Contact Name:** Lily Moreno

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**Closing Date:** 2025-05-02

**Salary:** \$59,000 - \$68,000 DOQ

### **Description:**

If you love gymnastics and are passionate about helping kids soar and grow, then our Gymnastics Instructor position might be right for you!

Palatine Park District is seeking a knowledgeable and experienced Gymnastics Coordinator to join our team! The Gymnastics Coordinator is responsible for planning, organizing, implementing, supervising, and evaluating park district gymnastics classes and team classes, practices, meets, events, and functions.

### **ESSENTIAL FUNCTIONS**

1. Plan, organize, implement, supervise, and evaluate all year-round Park District recreational gymnastics classes, team functions, camps, special events, birthday parties, and cheer programming.
2. Liaison to Gymnastics Parents Club.
3. Cooperatively and actively work with community partners, including but not limited to local high school gymnastics coaches and their programs.
4. Coordinate gymnastics special events and shows, including, but not limited to, the annual Mari-Rae Sopper Spring Gymnastics Show and other Meets.
5. Responsible for the training and enforcement of proper gymnastics techniques to ensure a safe environment for all participants and instructors.
6. Conduct monthly safety inspection checklist.
7. May be required to respond to emergencies.
8. Prepare staff schedules for gymnastics and cheer.
9. Continually collect and analyze program feedback and develop goals and objectives to improve programs and services.
10. Maintain and update standard operating procedures/manuals for area of oversight.
11. Maintain supplies and equipment, report items in disrepair, and submit service calls as needed.
12. Monitor, track, and analyze participation and usage trends and best practices in order to develop and update comprehensive planning.
13. Management of direct reports, including hiring, training, supervision, discipline, motivation, and evaluation.
14. Manage timecards, payroll, and employee records in conjunction with Human Resources and enforce HR policies.
15. Responsible for creating budget and required reports and documentation. Accurate tracking of expenses, revenues, and purchases in accordance with policies and procedures.
16. Act as an NWSRA inclusion advocate, maintain open communication regarding registration and

support in the designated program area.

17. Follow and promote all safety, personnel, and operating policies and procedures.

18. Perform any other similar or related Park District duties as required or assigned.

#### EDUCATION, EXPERIENCE, AND TRAINING

- Bachelor's Degree or equivalent experience required.
- One (1) to three (3) years of demonstrated success in a gymnastics instruction and team environment.
- Attain within six (6) months of hire and maintain USAG Safety Certification and Safe Sport Certification.
- Valid State of Illinois Class "D" driver's license.
- Attain (within six (6) months of employment) and maintain valid Adult & Child CPR/AED certification.
- Certified Park and Recreation Professional preferred.

#### REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS

- The ability to pass a background check within the Illinois Park District code requirements and pre-employment physical and drug screen.
- All USAG guidelines as pertinent to safety, instruction, and coaching.
- Strong part-time supervisory skills.
- Understanding and knowledge of the principles of financial management and budgeting

#### BENEFITS & WAGES

- Health/Dental/Vision insurance for individual and family
- Paid life insurance
- A retirement plan with the Illinois Municipal Retirement Fund (IMRF)
- Paid vacation, personal days, holidays, and sick time
- Unlimited in-house complimentary programs
- Seasonal pool passes for indoor and outdoor pools (individual and family)
- Fitness Center membership (individual and family)
- Discount at Palatine Hills Golf Course

**If you are ready to take the next step in your career, come join us and Live the Parks & Rec Life!**

To apply, visit: [www.palatineparks.org/employment-opportunities/](http://www.palatineparks.org/employment-opportunities/)