



Gymnastics Coordinator

Burbank Park District

Contact Name: Courtney Bryant

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Closing Date:

Salary: \$25-\$30/Hr

Description:

Are you passionate about gymnastics and looking to build your experience in a dynamic, team-focused environment? The Burbank Park District is seeking a **part-time Gymnastics Coordinator** to support our gymnastics program. This is a great opportunity for someone eager to grow their skills in coaching, program coordination, and athlete development. You'll work closely with our dedicated team to help athletes reach their full potential while gaining valuable experience in a supportive and energized setting. Join us in inspiring the next generation of gymnasts!

The Gymnastics Coordinator is responsible for planning, supervising, and implementing gymnastics programming for youth of all skill levels. This individual will manage class schedules, supervise and train gymnastics staff, promote program offerings, and ensure a safe and engaging environment for all participants. Perfect for the enthusiastic college student or recent grad to gain valuable experience!

Key Responsibilities:

- Lead and supervise all aspects of the gymnastics program.
- Hire, train, schedule, and evaluate gymnastics instructors and support staff.
- Develop and implement lesson plans appropriate for various age groups and skill levels.
- Promote gymnastics classes through flyers, community outreach, and internal marketing.
- Oversee equipment setup, take down, and ensure safe storage in accordance with facility guidelines.
- Conduct regular safety inspections of equipment and report any issues.
- Evaluate participants' progress and provide feedback to parents/guardians.

- Maintain accurate records of staff hours and class attendance.
- Communicate schedule changes, cancellations, and program updates to staff and families.
- Handle parent inquiries and concerns with professionalism and tact.
- Foster a positive, inclusive, and motivating environment for all participants and staff.

Qualifications:

- Prior experience in gymnastics instruction is required.
- Supervisory or staff management experience is preferred.
- Strong communication, leadership, and organizational skills.
- Ability to work independently and as part of a team.
- Must be able to perform physical duties including demonstrating gymnastics techniques and spotting participants when necessary.
- Safesport certification preferred.
- CPR/AED certification (or willingness to obtain within 90 days of hire).