



## **Gymnastics Principal Coach & Program Specialist**

Park District of Oak Park

**Contact Name:** Desiree Hines

**Contact E-mail:** desiree.hines@pdop.org

**Contact Phone:** 708-725-2161

**Closing Date:**

**Salary:** \$23.15 - \$25.00 Hourly

### **Description:**

To view full job description and apply online today click here

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=477511&clientkey=41D8300184906117978771C10E755DC6>

### **Overview:**

The Gymnastics Principal Coach & Program Specialist is a full-time position. We offer a competitive compensation with a hourly range of \$23.15 +, based on experience and qualifications. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, tuition reimbursement, vacation, holidays, sick time and personal days.

Hours: Weekday nights and weekends are required. You will be required to work more hours due to competitions or to cover for absent staff.

### **Job Purpose:**

To plan quality gymnastics and related programs as well as provide quality instruction servicing a wide range of ages and ability levels.

### **Essential Functions:**

- Prepare for and coach USAG boys team program levels 10 for competitions.
- Instruct recreational gymnastics programs and activities in connection with the Revenue Departments program portfolio
- Ensure safe participant use of the facility and equipment
- Prepares and delivers class lesson plans within gymnastics program and related program standards
- Evaluates, documents and communicates participant skill attainment and progress, as well as, oversees all part-time coaches regarding the skills evaluation process
- Inventories and maintains equipment and supplies for programs and facility, recommending and justifying the need for the purchase of new and additional equipment
- Responsible for ongoing evaluation of programs, services and facilities under his or her area of responsibility
- Responsible for general maintenance/cleanliness of all Gymnastics and Recreation Center areas

- Investigates and acts upon requests, suggestions, and complaints for gymnastics and related program students and parents
- Attends staff meetings as needed or requested and offers productive contributions
- Develop and accomplish professional and personal goals on an annual basis

**Customers:**

Internal: Employees of Park District

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

*This job description is not designed to cover or contain a comprehensive listing of activities, duties, functions or responsibilities that are required of the employee for this job. Duties, functions, activities or responsibilities may change at any time with or without notice.*

The Park District of Oak Park is an Equal Opportunity Employer!