



Gymnastics Supervisor

Park District of Highland Park

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Closing Date:

Salary: \$30.81 - \$36.96 per hour

Description:

Job Summary

Responsible for daily operational and programmatic functions of the gymnastics gym and related programs. Responsibilities include program design, planning and implementation of gymnastics activities including but not limited to classes, workshops, private and group lessons, summer camps, parties, and other gymnastics adjacent programming opportunities. This position manages administrative tasks associated with programming like schedules, registration software data entry, monitoring budgets, and making recommendations for program changes and improvements. Position will oversee part time gymnastics coaches and instructors, as well as coordinate with outside parties using gym space. Position will also coach and provide instruction. May assist with district recreational special events.

Supervisory Responsibilities

Directly supervise part-time and seasonal gymnastics coaches and instructors. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Participate in hiring, training and onboarding staff; provide ongoing supervision, coaching and professional development; conducts performance reviews and corrective action as needed; ensures staff compliance with policies, procedures and customer service standards; assists in the development of team goals and fosters a positive, inclusive work environment.

Essential Job Duties

- Develop and implement gymnastics programs, classes, camps, clinics, special events, and related activities; monitor program growth and evaluate program offerings and recommend and develop new program opportunities in coordination with the West Ridge Facility & Gymnastics Manager.
- Create class schedules, program offerings, lesson structures, and seasonal program plans based on community needs and participation trends; schedule instructors and finds subs as needed.
- Coordinate with contractual and noncontractual groups using gym space.
- Provide direct gymnastics instruction and coaching for participants of varying ages and skill levels; teach proper gymnastics techniques, progressions, conditioning, and skill development in a safe and encouraging manner.
- Develop lesson plans and practice activities that promote participant growth, confidence, and enjoyment; evaluate participant skill progression and provide constructive feedback to athletes and

families as appropriate.

- Demonstrate and enforce proper use of gymnastics equipment and spotting techniques.
- Train all instructors in proper gymnastics skills, techniques, and instructional expectations as established by the West Ridge Facility & Gymnastics Manager.
- Create and manage employee schedules to support program areas; assign employees to work various shifts as needed; manage time off requests.
- Review and approve employee timecards; verify hours worked, manage overtime, coordinate with employees to resolve timecard discrepancies.
- Daily set up and cleanup of gymnastics equipment; maintain a clean and welcoming gym space; maintain equipment and perform monthly safety inspection checklist.
- Make recommendations and assist with budgeting, purchasing equipment and supplies, and monitoring program expenditures and revenues.
- Maintain accurate program records, attendance reports, staff certifications, incident reports, and other required documentation.
- Respond to participant and parent questions, concerns, and feedback in a professional and timely manner.
- Assist with marketing efforts including program descriptions, promotional materials, registration software data entry, and community outreach initiatives.
- Support department goals through collaboration with other recreation and facility staff.
- Respond appropriately to participant and facility emergencies, including completion of accident/incident reports in a thorough, accurate and timely manner.
- Assist with and attend meets and competitions, or special events as assigned.
- Attend GIJO/AAU/USAG Meetings.
- Performs other duties as assigned.

Education and Experience

Bachelor's degree from a four-year college or university in recreation, sports management, or related fields is desired; have at least three (3) years of gymnastics coaching and program management experience. Previous supervisory experience preferred. Knowledge of gymnastics instruction techniques, skill progressions, and safety practices required.

Required Skills/Abilities

- USAG Membership
- AAU certified
- Design and administer gymnastics programs effectively.
- Ability to coach and instruct all class levels, including competitive team.
- Demonstrate proper techniques on all equipment.
- Ability to communicate and maintain patience in a teaching setting.
- Ability to supervise, motivate and develop staff.

Schedule: 40 hours a week with opportunity for approved overtime. Hours vary based on programming need.

Wage Range: \$30.81 - \$36.96 per hour

Classification: Full time, non-exempt

Physical Requirements

The physical requirements described here are representative of those that must be met by an

employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. • While performing the duties of this job, the employee is frequently required to stand; walk; and sit; bend; twist; squat; use hands to finger, handle, grasp manipulate or feel; reach push or pull with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and talk, see and hear. • The employee must actively participate in and demonstrate gymnastics skills, drills, conditioning exercises, and proper technique for participants of varying ages and skill levels. • 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, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions

While performing the duties of this job, the employee regularly works in an indoor office and gymnastics gym setting. May occasionally be exposed to outside weather conditions for camps and special events. The noise level in the work environment is usually moderate. The employee may walk on uneven gym floor surfaces and occasionally works around moving bodies.

Benefits: The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- 4 Weeks Paid Maternity/Paternity Leave
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Ten (10) Paid Federal Holidays
- Paid Vacation
- Three (3) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Racquet Sports, and Ice Skating.

The Park District of Highland Park is an Equal Opportunity Employer

Apply at: Gymnastics Supervisor