



Gymnastics and Dance Program Coordinator (Chandler-Newberger and Prieto Community Center)

City of Evanston

Contact Name: Kenneth Scruggs
Contact E-mail: kscruggs@cityofevanston.org
Contact Phone: 847-448-8204
Closing Date: 2026-11-13
Salary: \$39.470 - \$55.260 / hour

Description:

Scheduled Hours: SUNDAY to THURSDAY 10 a.m. to 6:30 p.m.

*Subject to change, Based on programming

NATURE OF WORK: Under the direction of the Division Manager - Lakefront and Athletics and/or their designee, this position is primarily responsible for overseeing gymnastics, dance, cheer, and tumbling programs and operations. Additionally, the position is responsible for the development, coordination and implementation of youth programs and camps for the community. Primary gymnastic locations are at the Chandler-Newberger Community Center and Prieto Community Center, however, the program coordinator will be expected to provide gymnastics and dance programming at other community centers.

ESSENTIAL FUNCTIONS (Specific assignment will include some or all of the following):

- Supervises, plans, organizes and implements gymnastics, cheerleading, tumbling, dance classes, camps, programs.
- Train, schedule, evaluate and discharge staff in the program as needed.
- Evaluates and makes recommendations for improvement of programs.
- Attends all staff and other related meetings as requested.
- Manage independent contracts with recreation vendors
- Actively seek out new vendors and independent contractors to develop, expand, and strengthen new and existing gymnastics, dance, and cheer programs.
- Submits information for the program guide
- Manage room rentals, birthday parties, and private lessons at Chandler-Newberger Community Center
- Informs supervisor of all supplies and equipment needed to be ordered for programs
- Supervises and assists in providing a safe and clean environment for staff, participants and spectators.
- Develop and distribute program schedules, handbooks, policies, parent communications, lesson plans, and other informational materials.

- Develops lesson plans for each recreational session and maintains a progressive program segregated by specific levels.
- Manages class registration information and makes enrollment adjustments as necessary.
- Maintains communication with the direct supervisor.
- Maintains current knowledge of gymnastic/tumbling/cheer/dance programs by attending workshops, seminars, clinics and conferences, with supervisor approval.
- Prepares the gymnastics and/or program sites for classes.
- Recruits, interviews, and recommends part-time staff, seasonal staff, and volunteers for programs.
- Trains, supervises, and evaluates employees and volunteers.
- Directs and coordinates activities of staff involved in the delivery of city services and programs.
- Monitors and maintains daily cash handling procedures to ensure that revenue collected is deposited correctly each day.
- Prepares and/or obtains contractual agreements from outside service providers.
- Answers questions from 311, customer phone calls, emails, questions, comments, and concerns.
- Works with City's Citizen Engagement Division on social media announcements, marketing brochures, flyers and promotions for programs.
- Assists with developing, executing, implementing, and adhering to annual budget, strategic and operational plan for the department.
- Prepares programs revenue and expense budget sheets
- Develops, prepares, monitors and evaluates program offerings including scheduling program sites, establishing program descriptions and monitoring program progress.
- Enters program masters into registration software
- Works to develop collaborative partnerships with organizations in the public, non-profit and private sector.
- Provides front desk customer service tasks
- Prepares bi-weekly payroll for part-time/seasonal staff.
- Prepares specifications for new equipment and material and to recommend items for purchase.
- Maintain USAG gymnastic facility and staff certifications
- Enforces rules pertaining to the overall health and safety of the residents.
- Reports any unsafe conditions to the Division Manager, 311, and/or facilities.
- Attends training and conferences to enhance performance and personal development and to keep knowledge of their field and trends impacting their work current.
- Attends department and other meetings as required.
- Assists with front desk operations
- Performs other duties as assigned.

MINIMUM REQUIREMENTS OF WORK:

- Bachelor's degree preferred from an accredited college or university in Recreation, Education, Leisure Studies or a substantially similar area or three (3) years or more of programming experience in a parks and recreation program.
- Possession of a Certification as a Park and Recreation Professional (CPRP) is preferred.
- Background in gymnastics, dance, and cheer preferred.
- Must possess a valid driver's license and a safe driving record.
- Must possess current First Aid/CPR certifications or have the ability to obtain within six months.
- Must possess a USAG Membership or have the ability to obtain within 2 months.

Knowledge, skills and abilities in the following areas:

- Strong knowledge of gymnastics and general youth recreational programming.

- Strong knowledge coaching and teaching gymnastics
- Ability to apply principles of rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.
- Ability to add, subtract, multiply, and divide all units of measure; to perform the four operations with like or common decimal fractions; to compute ratio, rate, and percent; to draw and interpret bar graphs; to perform arithmetic operations involving all American monetary units.
- Ability to perform budget analysis for trends and expenditure predictions.
- Ability to read manuals (safety, instructional, etc.), professional and technical journals, financial reports, legal documents, newspapers, and encyclopedias.
- Ability to prepare work assignments, research issues, summaries, letters and memorandum, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to give verbal direction to subordinates, communicate effectively with co-workers and supervisors, and to speak extemporaneously on a variety of subjects.
- Ability to use a variety of computer software applications related to the work, including general word processing and spreadsheets.
- Ability to work flexible hours including evenings and weekends.

PHYSICAL REQUIREMENTS OF WORK: Requires the ability to see, hear, speak and lift more than 20 pounds. Must possess good color and depth perception. The worker is subject to inside work approximately 90% of the time and outside work approximately 10% of the time, no effective protection from the weather conditions or temperature changes. The worker performs tasks outdoors related to recreation programs. Weather can be hot in the summer, etc., while in the fall and spring can be cold.

SUPERVISION: Under the general direction of a Division Manager - Lakefront and Athletics or designee, work is performed with minimal instruction or supervision, therefore the incumbent must be self-motivated and capable of initiating and developing tasks on a regular basis. Work is assigned through the Division Manager, including the Deputy Director, through specific projects assigned, and through general goals and objectives set by the Department and overall City management. The employee is responsible for prioritizing problems or situations and/or research and analyze specific data. Performance is reviewed through observation, completion of projects, status report's, conferences and meetings. Guidance is provided through the City Code, departmental policies, City operating practices and procedures, and other resources as applicable to the specific project assigned. Work is evaluated annually with respect to programming initiatives, problem-solving ability, customer service, research and analytical skill, written and verbal communication skills, and performance in accordance with this classification standard. This is a full time position, non-exempt position.

PUBLIC CONTACT: The employee has regular and frequent contact with division and department employees and other City employees as well as regular contact with community residents and representatives; and members of the public and representatives of other agencies, including elected officials.

SELECTION METHOD	TYPE OF ELIGIBILITY LIST	LIFE OF ELIGIBILITY LIST
Structured Oral Interview	NA	NA

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 committed to making all public meetings accessible to persons with disabilities. Any citizen needing mobility or communications access assistance should contact the Human Resources Office at 847-448-8204 (voice) or 847-866-5095 (TTY).