



**Recreation Leader - Gymnastics**

<b>Department:</b>	Parks, Recreation & Human Services	<b>Pay Grade:</b>	NE-23
<b>Bargaining Unit:</b>	AFSCME Council 2	<b>FLSA Status:</b>	Non-Exempt
<b>Revised Date:</b>	February 2023	<b>Reports To:</b>	Recreation Coordinator - Gymnastics

**POSITION PURPOSE:** Under general supervision, the Recreation Leader - Gymnastics is responsible for coaching and instructing gymnastics, youth fitness and creative movement to children ages 2 years through mid-teen. This position will research, develop and present various curriculum; instruct and/or coach assigned classes; implement appropriate instruction based on class/age levels and ensure a safe environment for instructors and participants. This position is expected to regularly demonstrate strong organizational, leadership and communication skills and a commitment to providing quality recreation and instruction activities to each and every participant.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Teach, instruct, and coach age-appropriate curriculum/instruction in gymnastics, youth fitness and creative movement.
- Coach Rhythmic Gymnastics Team including attending meets and providing equipment for the team; arrange transportation to meets and events as required.
- Interact daily with participants and communicate with parents/guardians as necessary.
- Choreograph age-appropriate routines and organize supplies, lessons and outside services.
- Uses proper skill progressions, spotting techniques and matting as dictated by USA Gymnastics guidelines and Edmonds City Parks and Recreation standards.
- Prepare role sheets, progress reports, and certificates of accomplishment/completion.
- Assist in gymnastics shows and other special youth fitness programs.
- Perform set-up and clean-up of classrooms and facilities.
- Performs work during evenings and on weekends and holidays as needed.
- Ensure a safe environment by checking equipment daily and using equipment properly as specified by the USA Gymnastics Safety Guidelines.
- Monitor the safety of participants and other gymnastics staff.
- Understand and follow current recreational department procedures.
- Handle minor emergent situations that may arise as per city policy.
- Serve as lead to Gymnastics Assistants and Instructors.
- Complete reports and file paperwork as needed.
- Performs other related duties as assigned that are within the scope of this position classification.

**Required Knowledge of:**

- Gymnastics and youth fitness programs including USA Gymnastics Safety guidelines.

## **JOB DESCRIPTION**

### Recreation Leader – Gymnastics

- Record-keeping techniques.
- Leadership methods to motivate participants and staff.
- Interpersonal skills using tact, patience and courtesy.
- Effective communication techniques.
- Microsoft Office 365 programs such as Outlook, Word, Excel and PowerPoint.

#### **Required Skill in:**

- Communicating effectively in English.
- Rhythmic gymnastics or a desire for instruction in this area.
- Dance and choreography.
- Understanding and following instructions/directions.
- Establishing and maintaining cooperative and effective professional relationships.
- Developing assigned curriculums.
- Observing health and safety regulations.
- Providing safe and appropriate instruction.
- Working with and providing positive influence, engagement and motivation to youth.
- Successfully completing work duties independently or as part of a team.
- Consistently providing quality customer service.
- Meeting schedules and timelines.
- Preparing and maintaining basic records and reports.
- Learning and applying new skills.
- Effective and efficient problem-solving techniques.
- Neatness and organization.
- Remaining calm and professional in stressful situations
- Working effectively despite distractions and interruptions.
- Effective prioritization and shifting priorities as needed.

#### **MINIMUM QUALIFICATIONS:**

##### **Education and Experience:**

- AA Degree in Physical Education, Exercise Physiology or another related field and two years of experience in gymnastics, youth fitness or creative movement classes.
- An equivalent combination of education, training and experience which allows the incumbent to successfully perform the essential functions of the position may also be considered.
- experience working with the public and children preferred.

##### **Required Licenses or Certifications:**

- Ability to obtain USAG Safety Certification within 6 months of hire date.
- Current CPR/First Aid/Bloodborne Pathogen Certification or ability to obtain by start date.
- A criminal background check is required following a verbal offer of employment. Criminal history is not an automatic employment disqualifier. Results are reviewed on a case-by case basis.

**JOB DESCRIPTION**

Recreation Leader – Gymnastics

**WORKING CONDITIONS:**

**Environment:**

- Office and classroom environments.
- Constant distractions and interruptions.
- Sometimes loud and/or noisy.

**Physical Abilities:**

*To be successful in this position incumbent must be able to perform the below physical tasks with or without a reasonable accommodation:*

- Constantly seeing, hearing, speaking or otherwise communicating with others.
- Frequently standing, walking, bending, kneeling, crouching, twisting at the waist, reaching above shoulders or otherwise positioning oneself to accomplish tasks.
- Frequently grasping when spotting/assisting participants.
- Frequently performs repetitive motions.
- Occasionally operating a computer keyboard (typing) and other office equipment.
- Occasionally sitting or otherwise remaining in a stationary position.
- Occasionally lifting, carrying, pushing, pulling or otherwise moving or transporting up to 60 lbs.

**Hazards:**

- Contact with potentially dissatisfied individuals.
- Potential contact with sick children.
- Physical contact with equipment or students while spotting/assisting.
- Working with or around equipment and people in motion.
- Gymnastics apparatus falling hazards.
- Noisy work areas.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_