

Greensburg YMCA Job Description

Job Title: Assistant Gymnastic Coach/InstructorJob Code:

Reports to: Sr. Program Director Revision Date: 9/19/2013 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position Summary:**

Working under the direction of the **Gymnastic Coach** and the **Gymnastic Coordinator** the primary function of an Assistant Gymnastics Coach/Instructor is to assist in the development of an instructional program for the gymnastics students both in lessons and on the team. The assistant coach must observe and spot athletes as they perform on the various apparatus. The Instructor is responsible for instructing the students in lessons. This may include some physical contact and lifting, especially with smaller children. As the assistant coach helps prepares athletes for competition, they will assist the coach in choreograph routines and selection of music. Assistant Coach Works with the Coach at all times, Instructor will instruct a class on their own based on level and guidance by the Gymnastics Coordinator.

**Essential Functions:**

1. The Assistant Coach/Instructor should be able to demonstrate gymnastics skills to students. They should be able to assist in planning and direct day-to-day operations of the gymnastics program in case of Coach or another instructor absence. Assistant Coach/Instructor needs good communication skills because they must be able to help recruit students for classes, team members and maintain a positive relationship with parents, students and YMCA.
2. Assist Coach /Coordinator in coordinating and orchestrating all home meets, assist in making arrangements for away meets and any special events under the direction of the Coach and Sr. Program Director.
3. Other duties as assigned.

**YMCA Competencies (Team Leader)**

***Mission and Community Oriented:*** Models and teaches YMCA values. Champions inclusion activities, strategies and initiatives. Ensures high-level services that differentiate the YMCA from other providers. Provides volunteers with orientation, training, development and recognition.

***People Oriented:*** Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Builds relationships to create small communities. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

***Results Oriented:*** Holds staff accountable for high-quality results using a formal process to measure progress. Conducts prototypes to support the launching of programs and activities. Provides others with frameworks for making decisions. Develops plans and manages best practices through engagement of team. Cultivates relationships to support fundraising. Effectively creates and manages budgets.

***Personal Development Oriented:*** Utilizes non-threatening methods to address sensitive issues and inappropriate behavior or performance. Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change.

**Qualifications:**

1. High School Diploma with experience or Bachelor's degree in related field or equivalent is highly preferred.
2. CPR, First Aid certified
3. Criminal, Child Abuse and FBI clearances, pre-employment physical and an onsite drug test.
4. Experience in gymnastic either through participation or instruction

**Physical Demands:** The employee is occasionally required to reach with hands and arms and use legs to lift/move up to 110 lbs. occasionally.

***This position description is not a contract. The Greensburg YMCA reserves the right to change this position description as necessary. I have read and understand the position description, expected work schedule, and rate of compensation, and I accept this position.***

EMPLOYEE SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

SUPERVISOR SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_

HUMAN RESOURCES SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_