



## **Job Description**

The YMCA at ACRC is seeking an upbeat, positive candidate to join our team of Directors. This is a full time exempt position and is a combination of supervising and instructing. Candidate must demonstrate and promote a healthy and active lifestyle. Develops, organizes and implements high-quality YMCA programs. Provide leadership, instruction and motivation for program staff and participants in the Gymnastics Program.

## **Qualifications**

- Bachelor's degree in related field or equivalent preferred.
- Certifications within 30 days of hire: CPR & Basic First Aid.
- Knowledge and proficient understanding of YMCA class and pre-competitive guidelines.
- Two plus years of gymnastics coaching experience. Experience supervising others is preferred.
- At least 21 years of age.

## **PHYSICAL DEMANDS:**

Ability to instruct and observe participants in proper gymnastic techniques. Ability to lift and move equipment, and to lift and spot children in the program.

## **Essential Functions**

- Develops, implements and manages operating plans to promote program and/or membership growth for the YMCA. Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA.
- Directly responsible for supervising, training and scheduling program staff.
- Must be a solution-driven leader.
- Assist with development and maintenance of department budget.
- Provides leadership and support to the annual fundraising campaign. Develops and maintains working relationships in the community.
- Maintains records as required. (ie. Attendance, progress reports, etc.) Creating and distributing reminder slips for participants with registration dates and recommended program placement.
- Helps plan, organize and execute staff meetings and trainings.
- Attends and actively participates in all programs, community service activities, special events, staff training, meetings, etc.
- Instructs gymnastics classes in accordance with YMCA guidelines. Learn USAG rules and routines as needed.
- Learn/maintain proper spotting techniques while instructing class lessons and/or team practices.
- Enforce gym rules to maintain safety.
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.

**Contact:** Please send all inquiries to CEO, Diane Baker, email: [dbaker@ymcaatacrc.org](mailto:dbaker@ymcaatacrc.org)