



JOB DESCRIPTION

Gymnastics Director

Location: Austin, MN YMCA

Reports to: YMCA Director

Position Summary

The Gymnastics Director has full ownership and accountability for all aspects of the gymnastics program, including coaching & spotting, staffing, operations, administration, competitive team success and athlete development. This individual serves as the head coach of the competitive team, ensuring high-quality instruction and spotting, skill progression, and athlete retention, while also managing staff, operations, and parent communication. The Director is directly responsible for the success, growth, and overall management of the gymnastics program.

Key Responsibilities

Coaching & Athlete Development

- Serve as a full-time coach for the competitive gymnastics team.
- Safely and confidently spot high-level gymnastics skills.
- Develop athletes through progressive skill building and individualized coaching.
- Foster a positive, disciplined, and motivating training environment.
- Focus on athlete retention and advancement through all levels of the program.

Program Leadership & Operations

- Oversee all gymnastics programming, including classes and team practices.
- Be present in the gym during all scheduled classes and team practices (includes evening hours & weekends)
- Ensure programming meets YMCA standards for safety, quality, and participation.
- Manage monthly session setup, including:
 - Creating and publishing online registrations
 - Printing and organizing attendance sheets
 - Monitoring enrollment and participation trends

Staff Management & Development

- Hire, train, schedule, and supervise gymnastics coaches.
- Conduct monthly staff meetings.
- Provide ongoing professional development for staff, including:
 - Teaching new drills
 - Demonstrating proper spotting techniques
- Address performance concerns and foster a collaborative coaching environment.

Parent & Customer Relations

- Serve as the primary point of contact for all parent communication.
- Provide timely and professional responses to inquiries and concerns.
- Address and resolve conflicts with parents and staff in a constructive manner.
- Promote a positive experience for all families in the program.

Financial & Administrative Duties

- Monitor program revenue and collections reports.
- Follow up with families regarding outstanding balances.
- Ensure accurate recordkeeping for attendance and registrations.
- Work to maintain and grow program enrollment.

Meet & Competitive Team Management

- Oversee all aspects of the competitive team season, including:
 - Attending the MAGA annual meeting
 - Registering athletes for competitions
 - Managing and submitting meet fees
- Plan and execute home meets, including:
 - Securing judges
 - Coordinating parent volunteers
 - Managing logistics and operations
- Coordinate team apparel, including:
 - Leotards
 - Warm-ups (jackets, bags, etc.)

Qualifications

- Previous experience coaching competitive gymnastics required.
- Ability to safely spot high-level gymnastics skills.
- Strong leadership and staff management experience.
- Excellent communication and conflict resolution skills.
- Organizational and administrative abilities, including program coordination.
- Working knowledge of gymnastics meet structures and governing bodies.
- Passion for youth development and the YMCA mission.

Work Environment & Expectations

- Full-time, hands-on role requiring presence in the gym during all programming.
- Evening and weekend hours required, especially during team season and meets.
- Physically active role including spotting and standing for extended periods.

Why Join the Austin YMCA

- Opportunity to lead and grow a thriving gymnastics program.
- Impact youth development through sport, discipline, and mentorship.
- Work within a community-focused organization dedicated to healthy living and youth engagement.

AAP/EEO Statement

The YMCA at the ACRC provides equal employment opportunities (EEO) to all employees and applicants for employment with regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

Benefits Include

- Comprehensive benefits package, including medical, dental, and vision insurance
- 12% retirement contribution once fully vested
- Paid vacation and sick time
- Leadership and Professional development opportunities
- YMCA program discounts
- Free YMCA membership
- 2 Free Guest Passes