



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

GYMNASTICS / TUMBLING INSTRUCTOR - JOB DESCRIPTION

Status: Part Time
Department: Fitness / Wellness
Location: Waynesboro Family YMCA Waynesboro, Virginia
Reports to: Fitness / Wellness Director
Pay Rate: Based on experience and certifications
Revision Date: June 2024

POSITION SUMMARY:

Instruct the gymnastics and tumbling program to youth ages 2-17. Create a safe and age appropriate tumbling or gymnastic lesson plan for each age group. Be available to teach the program 1 to 2 times per season. Hours range from 2 to 5 hrs. per week. Organized set up and pick up of the gymnastics equipment before and after your classes. Communicate with program parents who are bringing their youth to and from class. Conduct yourself with a professional and friendly demeanor. Tumbling/Gymnastics Instructor may also lead birthday parties at the Y who request to have the Gymnastics equipment for their party and an instructor.

ESSENTIAL FUNCTIONS:

1. Communications - Check emails and all work correspondence from your supervisor and respond as soon as possible. Good communication is a MUST.
2. Meet with the fitness/wellness director to plan dates/times and content of the tumbling & gymnastics program.
3. Stick to the schedule that you and your director have made for you to teach the tumbling and gymnastics classes.
4. Arrive 30 min. early to set up equipment for the class. It may take 30 min. after class to pick up and organize all of the tumbling and gymnastics equipment.
5. Keep attendance for each class on a class roster list provided to you by your supervisor.
6. Conduct each class with a safe and age appropriate lesson plan including warm ups at the beginning of each class and stretch at the end of each class.
7. Administer First Aid, CPR & AED practices in situations that need that level of attention. The Y will train you in these practices if you are not currently certified in these.
8. Engage with parents who are bringing their youth to and from class. Be friendly, polite and courteous to every person that you see. Make sure to say hello to every person who enters the fitness studio.
9. Ensure a safe class parent pick up procedure of each youth who is participating in the tumbling and gymnastics program.
10. Maintain facility cleanliness in the studio that you will provide tumbling and gymnastics instruction, the sitting area in the studio, and equipment.
11. Adhere to YMCA policies of non-discrimination towards race, religion, gender or any category in which discrimination could be displayed.
12. Attend dept. meetings, employee meetings and training assigned to you by your supervisor.
13. Wear YMCA uniform shirt and name badge at all times. Wear closed toes shoes at all times and if a hat is worn, it must be a YMCA logo hat. If a jacket or sweatshirt is worn, it must have a YMCA logo.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and or ability required.

- Must be 18 years of age
- Ability to work with children of all ages.
- Experience with coaching tumbling and gymnastics preferred but not required.
- Able to communicate effectively with participants, parents, and other coaches.
- Be a team player, must work well with others.
- Show initiative as well as leadership skills.
- Ability to think creatively and with an open mind.
- Must be able to pass a criminal background check.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use a computer for short periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit, stand and reach, and must be able to move around the work environment including going up and down steps.
- The employee must occasionally lift and/or move 1- 60 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

YMCA Competencies:

It is important to note that job competencies are developed over time and represent the compilation of multiple abilities and knowledge required for success. It is also important to note that no one competency, of the 18, stands alone. Each competency is important and depends upon the other competencies to be supported and enhanced. The following have being identified for this position:

Values

- Consistently demonstrates the Y's values.
- Shows a genuine concern for the needs, feelings, and well-being of others, even under stress.
- Acts with integrity and credibility in all situations.

Inclusion

- Displays ease and comfort with people of different backgrounds, abilities, opinions, and perceptions.
- Works effectively with all members of a diverse team.
- Seeks out and includes others in order to gather new and different points of view.

Relationships

- Develops and maintains mutually beneficial relationships with volunteers, members, and colleagues at all levels of the organization.
- Puts the good of the organization ahead of personal gain.

- Welcomes opportunities to work in small communities (i.e., committees, groups, teams).

Communication

- Listens actively by asking open-ended questions.
- Verifies understanding of others' perspectives by reflecting and summarizing what is heard.
- Uses appropriate communication methods or styles to ensure the message is understood, especially by diverse audiences.
- Utilizes and interprets body language to effectively communicate intended message.

Send completed application, resume, copies of certifications and cover letter to: ymcafitnessva@gmail.com
Completed employment application is mandatory.

This job description indicates in general the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected. It is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required. Other duties, responsibilities and activities may change or be assigned at any time with or without notice. This job description does not constitute a contract of employment and the Waynesboro Family YMCA may exercise its employment-at-will rights at any time.

I understand the requirements, essential functions, and job duties of this position.

Employee Name (Print):

Date:

Employee Signature:

Date:

Supervisor Signature:

Date: