

Kosciusko Community YMCA  
**JOB DESCRIPTION**

***Gymnastics Instructor***

Reporting Relationship: Area Coordinator/Program Director

FLSA Type: Non-Exempt

*Mission Statement: To put Christian principles into practice through programs that build healthy spirit, mind, and body for all.*

**GENERAL FUNCTION**

Provides direct leadership, instruction, and motivation for students in Gymnastic classes.

**SPECIFIC FUNCTIONS**

- \_\_\_1. Instructs gymnastic lessons as assigned in accordance with YMCA guidelines, having prepared lesson plans accordingly. Ensures safe and effective workouts.
- \_\_\_2. Sets up and takes down class equipment. Reports equipment problems.
- \_\_\_3. Maintains effective relationships with the members, participants and other staff. Develops rapport with members and provide motivational support and guidance.
- \_\_\_4. Conveys basic information about gymnastic programs and schedules. Increases participant awareness of all healthy lifestyle factors.
- \_\_\_5. Attends staff meetings and trainings as required and scheduled.
- \_\_\_6. Encourages member involvement and identifies potential volunteers.
- \_\_\_7. Maintains records as required (i.e. attendance, progress reports, etc.).
- \_\_\_8. May make follow up phone calls to assigned participants.
- \_\_\_9. Trains and supervises class assistants as assigned.
- \_\_\_10. Responds to emergency situations in accordance with YMCA policies and procedures.  
Completes incident and accident reports as required.
- \_\_\_11. Obtains own sub when needing to be absent from work. Communicates absences

with Supervisor.

\_\_\_12. All other duties as required.

**EDUCATION/ EXPERIENCE**

14 years of age, or older

Experience as a Gymnastic instructor, or personal Gymnastic lesson/team experience.

**CERTIFICATIONS**

Current CPR Certification

-Adult, Child, Infant

AED Certification

First Aid Certification

USAG Safety Certification

**DISCLAIMER**

**SIGNATURES**

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Gymnastic Instructor Date

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Area Coordinator/Program Director Date

Date: 12/2004

Revised:

Location: