

JCC Mid-Westchester

Job Description



Job title: COMPETITIVE GYMNASTICS COORDINATOR / HEAD TEAM COACH

Work Location: JCCMW

Division/Department: Gymnastics

Reports to:

Full-time
 Part-time

Exempt
 Nonexempt

Essential Duties and Responsibilities:

We are looking for a Competitive Gymnastics Coordinator/Head Coach to join our team. The successful candidate will report to the Director of Gymnastics and provide instruction to children of all ages in the Gymnastics Department. This will include teaching 1-4 hour sessions, sharing the vision of our USAG competitive curriculums, and competitions, creating lesson plans and evaluating gymnasts. Additionally, the incumbent will be leading the competitive team staff during practice.

This is a full-time role (up to 40 hours per week). The successful candidate will be available to work 4-6 days per week including some weekends.

- Teach 1-4 hour sessions
- Coach USAG Development Program and Xcel Program Levels
- Work with children of all ages, primarily ages 5-14
- Use positive and constructive communication with kids and parents
- Creatively incorporate curriculum into the lesson plans and submit evaluations per session
- Actively engage during activities or events with gymnasts
- Work collaboratively with other instructors to maintain order and participation during practice
- Attend monthly meetings and development trainings
- Maintain a schedule for parent communications, meet coordination, gym maintenance, etc.
- Attend sanctioned competitive events
- Encourage a positive environment promoting mutual support and the desire to learn and grow
- Maintain Attendance for all competitive practices
- Perform other related duties and responsibilities as assigned or requested by the Director, which may include, but are not limited to:
 - Providing instruction to recreational classes and pre-competitive coordination
 - Assisting the director with competitive items such as scheduling, paperwork, etc.
 - Gymnasium housekeeping

Education and/or Work Experience Requirements:

- At least 18 years of age with supervisory and leadership experience in competitive and developmental gymnastics
- Must attain the following USA Gymnastics certifications within 30 days of hire:
 - USA Gymnastics Competitive Coach
 - Safe Sport
 - Safe Sport Policy
 - Tough Coaching or Emotional Abuse
 - Fundamentals of Gymnastics Instruction
 - CPR/AED
 - Fundamentals of Gymnastics Instruction
 - CPR/AED/FIRST AID (encouraged)

- Time management and organizational skills
- Gym management experience required
- Previous competitive gymnastics coaching experience required
- Proficiency with Google Drive, etc
- Exhibits an energetic, professional, and courteous demeanor at all times
- Has strong verbal skills to communicate professionally
- Ability to be a team player with your staff members while leading them to be successful
- Be willing to learn and implement new strategies

We offer a competitive salary, flexible work schedule, an organizational culture which values diversity and the contributions of all, and excellent benefits for staff who work over 30 hours per week. This includes medical, dental, vision and company paid pension plan. Free use of fitness room and swimming pool is also available to all.

Physical Requirements:

- Ability to spot kids of all ages and levels
- Ready and willing to coach at a moment's notice
- Attend meets where one can move and set equipment and provide spot to gymnasts when necessary

Print Employee Name:**Employee signature:****Date:**