



Position Title: Gymnastics Coordinator
Department / Location: Recreation Department
Job Classification: Part-Time / Year Round
Reports to: Recreation Program Coordinator
Supervises: Gymnastics Instructors

Position Summary: The Gymnastic Coordinator is a part time position responsible for the direct supervision of the Gymnastic Program and Instructors as assigned. Gymnastic Program is based in Wauwatosa, WI, a suburb of Milwaukee. This position requires solid leadership, but more important a dedication to coaching Instructors and participants to reach their full potential. A successful candidate will possess a high degree of patience, dependability and a strong commitment to communication with Recreation Program Coordinator, instructors, participants and parents.

Qualifications:

- High school diploma or equivalent required. Preference will be given to candidates with a bachelor's degree in education, youth services, recreation, or working toward a degree in these areas.
- Minimum of two years' experience instructing gymnastics programs as a lead instructor.
- Ability to plan, organize and lead gymnastics programs.
- Ability to lead, guide and supervise gymnastics instructors.
- Ability to expand and improve the gymnastics program.
- Previous experience as a gymnastics program administrator preferred.

Essential Job Functions:

- Supervise gymnastics program.
- Assist in developing and organizing gymnastics section of the seasonal Activity Guide.
- Train gymnastics instructors.
- Plan gymnastics staff schedule for each program season.
- Supervise and coach gymnastics instructors.
- Plan, organize, and execute the gymnastics exhibition.
- Assist in marketing and promoting the gymnastics program.
- Assist in purchasing supplies, materials, and equipment for the gymnastics program.
- Monitor gymnastics program quality by observing & monitoring gymnastics classes.
- Serve in a professional and courteous manner with the highest regard to the customer.
- Attend staff meetings and trainings.
- Perform other duties and responsibilities as assigned by the Program Coordinator.

Physical Requirements:

Seeing: to observe program quality and instructors.

Sitting: to sit at a desk.



Lifting: to move equipment and supplies and to set-up and take down for activities.

Reaching: to move supplies and equipment.

Pulling: to move supplies and equipment.

Pushing: to move supplies and equipment.

Crouching: to lead activities, pick up supplies, and look under equipment

Writing: to communicate with the gymnastics instructors and Program Coordinator.

Special Requirements:

- Must have reliable transportation.
- Must be available to work when assigned.