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BURLINGTON AREA YMCA JOB DESCRIPTION

Job Title: **Competitive Tumbling Coach**

Job Code: (unique to Y)

FLSA Status: Non-Exempt

Job Grade: (unique to Y)

Reports to: Gymnastics & Cheerleading Director

Revision Date: 02/01 /2016

POSITION SUMMARY:

Provides direct leadership, instruction and motivation for students in competitive power tumbling.

ESSENTIAL FUNCTIONS:

1. Instruct gymnastic and tumbling lessons in accordance with YMCA and USTA guidelines, having prepared lesson plans accordingly.
2. Build effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourage parent involvement and identifies potential volunteers.
3. Convey information on gymnastics, tumbling and cheerleading programs and schedules and as appropriate refers students and parents to other programs.
4. Maintain records as required (i.e. attendance, progress reports, etc.).
5. Attend all required staff meetings and trainings.
6. Follow all YMCA Policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
7. Organize and put away needed class equipment. Report damaged equipment.
8. Train and supervise class aides as assigned.
9. Keep current on all certifications and Membership in affiliated organization. Providing the Program Director with information in a timely manner.
10. Provide parent and Director with monthly calendar of events that will include, team bonding, fundraising, meets, etc. by the Monday of the last week of each month.
11. Meet deadlines in accordance to Team Handbooks.
12. Provide Program Director with detailed invoicing information on meet fees, leotards, warm ups, etc. with a minimum of 15 days prior to deadline.
13. Attends all meets and scheduled performances provided to parents and Program Director.
14. Communicates on a regular basis (a month at a minimum) with parents of upcoming events, fundraising and meets as well as any concerns regarding individual participants with the assistance of the Program Director.
15. Perform other duties as assigned by supervisor.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y’s values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person’s point of view, and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures, and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. Certifications: CPR, AED, Basic First Aid certification, and all West Bend online courses.
2. Must be able to demonstrate gymnastic/tumbling instructor skills in accordance with YMCA standards.
3. Ability to lift 50 pounds.
4. At least 18 years of age.

PHYSICAL DEMANDS

1. Ability to instruct and observe participants in proper tumbling and gymnastic techniques.
2. Ability to lift equipment, and to lift a small to average size child.

Employee Signature

Date

Supervisor Signature

Date