



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

MANITOWOC-TWO RIVERS YMCA GYMNASTICS JOB DESCRIPTION PAGE 1 - JOB POSITNG

Job Title: **Gymnastics Instructor**

FLSA Status: NonExempt-Hourly Part Time

Pay Range: Starting at \$8.00, plus \$1.00 per hour premium pay for gymnastics meets off site.

Reports to: **Gymnastics Director**

POSITION SUMMARY:

The Y is a community of people dedicated to serving others, nurturing children, and staying healthy in spirit, mind and body. This position is responsible for preparing and leading students through a gymnastics curriculum, while building team relationships, fostering confidence, and guiding appropriate behavior in a safe environment. This position requires the ability to be innovative, adaptable, adventurous and creative.

ESSENTIAL FUNCTIONS:

1. Instructs gymnastics lessons in accordance with YMCA guidelines. Including set up and take down of equipment as needed.
2. Builds relationships with students and parents to help them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers.
3. Conveys information on gymnastics programs and schedules and as appropriate refers students and parents to other programs.
4. Maintains records as required (i.e. attendance, progress reports, etc.).
5. Assists Gymnastics Director with special events within the gymnastics program and/or gymnastics center.
6. Attends staff meetings and trainings as scheduled.
7. Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
8. Trains and supervises class aides as assigned.

HOW TO APPLY:

Submit application to Lisa Hollen at Payroll & Accounts Payable – Manitowoc Two Rivers YMCA, PO Box 471 Manitowoc WI, 54221

Phone: 920-482-1525

Email: lhollen@mtrymca.org

All applications will be kept on record for one full year, based on submission date.

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Revision Date: 2/2020

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YMCA JOB DESCRIPTION FOR GYMNASTICS INSTRUCTOR

YMCA COMPETENCIES (Leader):

	Leader*	Team Leader	Multi-Team Leader	Organizational Leader
Developing Self & Others	<ul style="list-style-type: none"> • Supports members, participants, or project teams in achieving their goals. • Reflects on and learns from successes and mistakes. • Proactively shares information, experiences, lessons learned, and suggestions to help others be more successful. • Volunteers for challenging tasks or projects in an effort to grow and develop. • Solicits and is open to informal learning opportunities to gain insight (e.g., performance feedback, coaching, and stretch assignments). 	<ul style="list-style-type: none"> • Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. • Onboards and develops staff and volunteers for success. • Provides staff and volunteers with the support, time, tools, and resources necessary to set, meet or exceed goals. • Coaches others for continuous development, including analyzing performance gaps, building development plans, delivering appreciative and developmental feedback, and aligning passions and career goals. • Addresses sensitive issues, inappropriate behavior, or performance concerns to help the other person grow. • Shares and employs new learning to improve staff and personal performance. • Strives to understand and resolve conflicting feedback or ideas from multiple sources. <p>+ Leader behaviors</p>	<ul style="list-style-type: none"> • Holds others accountable for equitable staff hiring, promotion, and development. • Creates a learning environment that supports and promotes the acquisition, application, and sharing of new knowledge. • Guides others on how to strengthen knowledge, skills, and competencies that improve organizational performance. • Develops the feedback and coaching skills of others. • Engages in and champions ongoing feedback, coaching, and opportunities for informal and formal learning at all levels. <p>+ Leader & Team Leader behaviors</p>	<ul style="list-style-type: none"> • Creates a vibrant cause-centered culture for staff and volunteers. • Fosters the development of staff and volunteers at all levels in the organization by engaging in ongoing feedback and coaching, creating succession plans, and providing resources and support for informal and formal learning at all levels. • Ensures the organization creates and prioritizes a staff development strategy that is consistent with CAUSE-DRIVEN LEADERSHIP®. • Seeks out personal learning that is aligned with or preparatory for anticipated changes in the organization. <p>+ Leader, Team Leader, & Multi-Team Leader behaviors</p>
Collaboration	<ul style="list-style-type: none"> • Develops and maintains positive relationships with volunteers, members or program participants, and 	<ul style="list-style-type: none"> • Identifies and builds relationships with internal and/or external partners or 	<ul style="list-style-type: none"> • Builds strong, strategic relationships with current and prospective partners inside and outside the Y. 	<ul style="list-style-type: none"> • Makes collaboration an organizational priority. • Positions the Y as a community convener and

The Y: We're for youth development, healthy living, and social responsibility.

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YMCA JOB DESCRIPTION FOR GYMNASTICS INSTRUCTOR

	colleagues at all levels of the organization.	key stakeholders to support programs or projects. <ul style="list-style-type: none"> • Builds effective teams and committees by fostering common vision and plans. + Leader behaviors	<ul style="list-style-type: none"> • Recruits key organizational partners with diverse perspectives and talents to better meet community needs and identified critical social issues. • Engages in collaborations with openness and desire to share leadership. • Creates processes to identify and manage collaborations effectively. + Leader & Team Leader behaviors	collaborator to address critical social issues. <ul style="list-style-type: none"> • Executes strategic alliances with other Ys, community organizations, and global partners to benefit the community (e.g., state alliances, health care facilities, schools). • Creates effective, sustainable, organization-wide collaborations. + Leader, Team Leader, & Multi-Team Leader behaviors
Functional Expertise	<ul style="list-style-type: none"> • Has the functional and technical knowledge and skills to do the job at a high level of accomplishment. • Uses best practices, guidelines, and industry standards as a framework to improve performance. • Demonstrates up-to-date knowledge and skills in the technology associated with the job. • Serves with purpose and passion. 	SAME	SAME	SAME

*Leader is the category for all Manitowoc-Two Rivers YMCA employees who are not supervisors, managers, directors, etc. In this regard, **ALL** Manitowoc-Two Rivers YMCA employees are leaders.

ABUSE RISK MANAGEMENT REQUIREMENTS (HIGHLIGHT ONE)

For employees who directly supervise youth	For employees who do not directly supervise youth	For supervisors and administrators
Adheres to policies related to boundaries with youths	Adheres to policies related to boundaries with youths	Follows employee screening requirements and uses screening instruments to screen for abuse risk
Attends required abuse risk management training	Attends required abuse risk management training	Provides employees with on-going supervision and training related to abuse risk
Adheres to procedures to managing high risk activates and supervising youths	Reports suspicious or inappropriate behaviors	Provides employees with regular feedback regarding their boundaries with youths

YMCA JOB DESCRIPTION FOR GYMNASTICS INSTRUCTOR

Reports suspicious or inappropriate behaviors and policy violations	Follows mandated abuse reporting requirements	Requires employees to adhere to policies procedures related to abuse risk
Follows mandated abuse reporting requirements	Adheres to job specific abuse risk management responsibilities <ul style="list-style-type: none"> • Custodians- ensures unused locker rooms and closets remain locked; routinely monitors high-risk locations • Front desk personal-ensures youths are properly signed in and out, ensures only authorized adults are allowed in the facility, etc. 	Responds quickly to policy and procedure violations using the organization’s progressive disciplinary procedures
		Responds seriously and confidently to reports of suspicious and inappropriate behaviors
		Follows mandated reporting requirements
		Communicates to all employees the organization’s commitment to protect their youths from abuse
		Reports essential abuse risk management information to the board of directors.

QUALIFICATIONS:

1. Certifications: CPR for the Professional Rescuer, AED, Basic First Aid certification.
2. Must be able to demonstrate and/or guide others to demonstrate gymnastics basic skills in accordance with YMCA standards.
3. At least 16 years of age.

PHYSICAL DEMANDS

Ability to instruct and observe participants in proper techniques.
 Ability to lift equipment, and to spot/lift gymnastics students as they develop their skills

WORKING CONDITIONS (HIGHLIGHT ALL THAT APPLY):

walking	crouching	lifting 25lbs	sitting	stooping	kneeling
climbing	standing for long periods	carrying 25 lbs	pulling	jumping	twisting

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EFFECTS & RESULTS:

1. High quality gymnastics programs with efficient and professional trained staff.
2. Maintenance of a program designed to enhance children’s self esteem.
3. This position will contribute to the overall mission of the YMCA to build strong kids, families, and communities.
4. Development and retention of positive community feelings toward the YMCA.
5. Creation of a program incorporating efficient operations with goals and objectives of the YMCA and serving children and their families in the most effective manner.
6. Encourage physical, emotional and intellectual growth in a safe and nurturing environment.

Other duties may be assigned to this position at the discretion of the Associate Executive Director.

SCHEDULE A:

Away meets compensation:

-Paid at hourly rate for all travel time.

-Paid at hourly rate for time meet is in session.

Example: Saturday from 8 to 4 would be 8 hrs. and Sunday from 9 to 4 would be 7 hrs.

Reimbursable items listed below need to be pre-approved by Associate Executive Director.

-Reimbursed for travel based on miles from the Manitowoc YMCA to Host Meet Site at 57.5 cents per mile.

-Reimbursed meal stipend of up to \$15 per meal (breakfast, lunch and dinner). The Y does not cover the cost of alcoholic beverages.

-Reimbursed for hotel stays

I understand and agree to the above job as outlined in the above job description.	
_____ Staff Member Signature Date: _____	_____ Supervisors Signature Date: _____