



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## Cortland County Family YMCA Job Description

**Job Title:** Gymnastics Coach  
**Employee:** \_\_\_\_\_  
**Work Location:** Cortland Family YMCA  
**Department:** Gymnastics

**Reports To:** \_\_\_\_\_  
**FLSA:** Part-time Non-Exempt

### **A Career with a Cause:**

**We are welcoming:** we are open to all. We are a place where you can belong and grow. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

Our purpose is to strengthen the foundations of communities and families through our key areas of focus: youth development, healthy living, and social responsibility. We are committed to these causes because a strong community is achieved when we invest in our children, health, neighbors, and values. Historically founded on the Christian principles of caring, honesty, respect, and responsibility; our mission is to put these principles into practice through programs that build healthy spirit, mind and body for all. We are for ALL.

### **Position Summary:**

This position supports the mission and work of the Y, a leading nonprofit charitable organization. Under the direction of the Gymnastics Director, our program provides gymnastics instruction to participants of different ages and ensure that they thrive and are successful within the program. In addition, this position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living, and social responsibility.

### **Responsibilities/Duties/Functions/Tasks:**

The essential functions of this position include-

- The primary responsibility is to provide a safe, educational and enjoyable gymnastics class to participants of a variety of ages.
- Experience working with children. Background in fitness (athletics, dance, cheer, gymnastics, martial arts, or related field)
- Dependability is a must
- Provides leadership, instruction, and motivation for students in gymnastics classes

- Assesses participants, and refers students and parents to appropriate programs
- Creates a safe and positive atmosphere that welcomes and respects all individuals and promotes safety in accordance with YMCA policies and procedures
- Identifies and celebrates the successes of members and program participants, as well as proactively communicating areas of concern
- Organizes and puts away needed class equipment and reports damaged equipment
- Supports Gymnastics Director with administrative duties, as assigned
- Follows all YMCA policies, rules, regulations, and procedures, including emergency and safety procedures
- Learn USAG rules and routines as needed for the levels you are coaching.
- Learn/maintain proper spotting techniques.
- Develops positive relationships with students, parents and co-workers.
- Conveys information on gymnastics programs and schedules.
- Maintains records as required (i.e., attendance, progress reports, etc.).
- Attends staff meetings and trainings as scheduled.
- Monitor gymnastics activities of all participants, intervening to correct technique where necessary.
- Observe and spot athletes as they perform on various apparatus.
- Create and maintain positive relationships with participants, aiming to encourage them in a positive attitude.
- Teach skills at each apparatus, following proper progressions set in place by the Head Coach and Program Director.
- Maintain facility cleanliness, includes bathrooms, sitting area, and equipment.
- Prepares lesson plans for recreational classes in conjunction with Head Coach.
- Other duties as assigned by supervisor.

### **Trainings & Certifications:**

- Must complete online Bloodborne Pathogens, Hazard Communication, NYS Combating Sexual Harassment in the Workplace, Child Abuse Prevention & Awareness, Slips, Trips, & Falls, and Safety & Survival in an Active Shooter Event trainings prior to assignment to initial position.
- Must hold CPR, AED, and First Aid certifications, or successfully complete these certifications, within the designated time frame per your branch requirements.
- Must complete USAG U100 Fundamentals of Gymnastics instruction course within 30 days of start date.
- Must attend and complete other trainings as assigned by director per branch requirements

### **YMCA Leadership Competencies:**

- **Communication & Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.

- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgment.

**Experience, Education, and Qualifications:**

- High School diploma or equivalent preferred
- Prefer a minimum of one year or more experience working in a recreation and/or instructional setting
- Ability to handle multiple tasks, work independently, resolve problems, and possess effective time management skills
- Ability to work with children of all ages.
- Able to communicate effectively with participants, parents, and other coaches.
- Be a team player, must work well with others.
- Show initiative as well as leadership skills.
- Ability to think creatively and with an open mind.
- Must be able to pass a criminal background check.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Ability to stand for prolonged periods of time and frequent bending dictated by the duration of your shift. Ability to instruct, observe and spot participants in proper gymnastic techniques. Ability to lift equipment, and to lift a small to average size child. Must be able to lift up to 50 pounds at a time.

**Work Environment:**

This job operates in a recreational and/or educational environment. This role routinely uses standard recreation and/or office equipment. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to always follow the preventative health policies of the YMCA. The noise level in the work environment is moderate to high.

**Americans with Disabilities Specifications:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Acceptance and Acknowledgement Sign Off:**

This position is not a contract. The Cortland County Family YMCA reserves the right to change this position description as necessary. The employee is expected to adhere to all YMCA policies and act as a role model in the adherence to the association policies.

I have read and understand the position description for the Gymnastics Coach position, expected work schedule, and rate of compensation and I accept this position.

\_\_\_\_\_  
Incumbent Print Full Name

\_\_\_\_\_  
Incumbent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Name, Title

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date