

Gymnastics - Recreational Coach

Position: Gymnastics - Recreational Coach

Department: Recreation Class Teacher & Birthday Party Director

Reports to: Operations Director

Location: Los Angeles School of Gymnastics

Status: Part-Time (9 - 12 Hours per Week)

Nature Of Work

One of the hottest gymnastics center's in LA located in the heart of Culver City, next door to Beats World headquarters, Samitaur, Sony and AOL under the direction of 3-time Olympic Coach and Inductee to the USA Sports Hall of Fame Executive Director is seeking both men and women in various coaching fields from recreational program to competitive pursuits. This position could be responsible for organizing and conducting any of the gymnastics programs, as well as instructing classes while supporting the Gymnastics staff with "as needed" administrative duties while independently creating an environment for personal growth, self-sufficiency and ability to create a lucrative foundation for a long term goal as a career gymnastics professional.

Essential Functions

- Must possess a highly defined focus towards both internal and external guest service.
- Establish any of the preschool, level or team programs.
- Teach any and all groups through all rotations that are considered safe by current standards.
- Explain and demonstrate age appropriate gymnastics skills.
- Observe and assist participants in acquiring new skills.
- Provide class schedules for front desk and other staff.
- Set up equipment specific to each class.
- Check equipment and gym regularly to ensure a safe environment for participants.
- Maintain accurate records of participants' attendance, payment, and progress.
- Report accidents and injuries that occur during class.
- Administer first-aid as necessary.
- Inform parents of program policies and information.
- Assist gymnastics supervisor by providing input for classes and camps for District's seasonal brochure, budget, and marketing.
- Attend trainings, clinics, and conferences to learn new or different ideas.
- Find substitutes for classes when not available.
- Organizes and maintains gym.
- Answer phones and return messages as needed.
- Responsible for preparing all administrative paperwork for the gymnastics program.
- Must meet job descriptions for USA Gymnastics Pre-Level 1 through Level 3 instruction.

Management And Supervisory Duties

- Provide proper training by instructing new employees on spotting skills, refining current employee skills, and ensuring staff attendance in spotting clinics.
- Requires the ability to establish and maintain professional working relationships with other District

personnel, the general public, and representatives of other government agencies.

- Meets with program staff as needed.
- Provides staff evaluation input to gymnastics supervisor.

Illustrative Examples Of Duties

- Create/frequently distribute class literature handouts to inform gymnasts and parents of upcoming events and current program information.
- Set up and clean up gym for daily circuits.
- Work with office administration to verify daily attendance sheets for classes.
- Use personal performance and retention based methods to maintain and expand on class hours and scheduling to maximize growth and opportunity.
 - Create weekly outline of themes and circuits for classes for instructors to follow and/or become creative to kids and hold regular communication with parent.

Skills

- Physical education instruction skills
- Intermediate computer skills in MS Office
- Organizational skills
- Advanced customer service and phone etiquette skills

Knowledge

- Expert knowledge of preschool aged children.

Abilities

- Requires the ability to communicate effectively both verbally and in writing
- Ability to work in an indoor environment with frequent interruptions and distractions without interruption
- Ability to instruct gymnasts properly and safely to reach retention goals and full class sizes

Required Training, Experience And Qualifications

- CPR/AED, and First-Aid Certification, or have the ability to obtain within six-months (6) of employment.
- Program coordination experience/Coaching experience

USA Gymnastics certifications in any capacity are highly encouraged.

Please note: This job description is not intended to be an exhaustive list of all duties, responsibilities, or qualifications associated with this job.