

# **GYMNASTICS PROGRAM DIRECTORS**

## **GIRLS & BOYS PRESCHOOL GYMNASTICS PROGRAM DIRECTOR**

Position can be part time or full time (days/evenings hours available)

**Description of position:** This person oversees, teaches and administrates our preschool program, which provides gymnastics instruction for children ages toddler through kindergarten.

### **Responsibilities include but are not limited to the following:**

- Oversee a strong developmental program focused on the child's best interest
- Create a culture dedicated to building happy, healthy confident children
- Teaching gymnastics (*hours vary depending on location and size of program*)
- Assist in hiring and training quality staff
- Manage the program for outstanding quality and consistency
- Provide top customer service to children and parents
- Attend professional growth opportunities
- Develop weekly detailed lesson plans
- Organize student placement/evaluate new students
- Develop rotations schedules and class duties for staff

### **Requirements of our Candidates:**

- Must have 2 years experience working with children in a professional environment.
- Have knowledge of the sport of gymnastics or comparable (dance, cheerleading)

## **GIRLS & BOYS PROGRESSIVE GYMNASTICS PROGRAM DIRECTOR**

Position can be part time or full time (mostly evening hours)

**Description of position:** This person oversees, teaches and administrates our school age program, which provides gymnastics instruction for children ages first grade through teens

### **Responsibilities include but are not limited to the following:**

- Oversee a strong progressive program focused on the child's best interest
- Create a culture dedicated to building happy, healthy confident children
- Teaching gymnastics (*hours vary depending on location and size of program*)
- Assist in hiring and training quality staff
- Manage the program for outstanding quality and consistency
- Provide top customer service to children and parents
- Attend professional growth opportunities
- Organize student placement/evaluate new students
- Develop rotations schedules and class duties for staff

### **Requirements of our Candidates:**

- Must have 2 years experience working with children in a professional environment.
- Have knowledge of the sport of gymnastics or comparable (dance, cheerleading)

# **INSTRUCTORS**

## **PRESCHOOL INSTRUCTORS**

Part Time position (some daytime, mostly evenings & Saturdays)

**Description of position:** Person is responsible for teaching children (boys & girls) ages toddler through kindergarten gymnastics skills based on a set curriculum using skill breakdown, drills and progressions.

### **Responsibilities Include:**

- Teaching gymnastics to children ages toddler through kindergarten
- Provide top customer service to children and parents
- Assist parents with questions regarding their child or the program
- Attend professional growth opportunities offered

### **Requirements of our candidates:**

- Must be reliable, vibrant, energetic and fun
- Must be available to work consistent schedule
- Previous experience with working with children in a professional environment
- Interest in physical activity
- Gymnastics experience a PLUS

## **GIRLS & BOYS PROGRESSIVE INSTRUCTORS**

Part Time position (mostly evenings & Saturdays)

**Description of position:** Person is responsible for teaching children (boys & girls) ages first grade through teens gymnastics skills based on a set curriculum using skill breakdown, drills and progressions.

### **Responsibilities Include:**

- Teaching girls & boys gymnastics skills and progressions
- Provide top customer service to children and parents
- Student evaluations on a semi-annual basis
- Answer parent's questions regarding their child or the program
- Attend professional growth opportunities offered

### **Requirements of our candidates:**

- Must be reliable, vibrant, enthusiastic and fun
- Must be available to work consistent schedule
- Previous experience with working with children in a professional environment
- Interest in physical activity
- Gymnastics experience a PLUS

## **TUMBLING INSTRUCTORS**

Part Time position (mostly evenings)

**Description of position:** Person is responsible for teaching children (boys & girls) ages first grade through teens tumbling skills based on a set curriculum using skill breakdown, drills and progressions.

### **Responsibilities Include:**

- Teaching girls & boys tumble skills using drills, skill breakdown and progressions
- Provide top customer service to children and parents
- Student evaluations on a semi-annual basis
- Answer parent's questions regarding their child or the program
- Attend professional growth opportunities offered

### **Requirements of our candidates:**

- Must be reliable, vibrant, enthusiastic and fun
- Must be available to work consistent schedule
- Previous experience with working with children in a professional environment
- Interest in physical activity
- Gymnastics/Tumbling experience a PLUS

## **CHEERLEADING INSTRUCTORS**

Part Time position (mostly evenings)

**Description of position:** Person is responsible for teaching children (boys & girls) ages first grade through teens cheerleading skills based on a set curriculum using skill breakdown, drills and progressions.

### **Responsibilities Include:**

- Teaching girls & boys cheerleading techniques, moves, jumps and tumbling
- Provide top customer service to children and parents
- Student evaluations on a semi-annual basis
- Answer parent's questions regarding their child or the program
- Attend professional growth opportunities offered

### **Requirements of our candidates:**

- Must be reliable, vibrant, enthusiastic and fun
- Must be available to work consistent schedule
- Previous experience with working with children in a professional environment
- Interest in physical activity
- Gymnastics/Tumbling/Cheerleading experience a PLUS

## **SPECIAL ACTIVITIES INSTRUCTOR**

Part Time position (mostly evenings & Saturdays)

Kid's Night Out, Open Gym, Private Lessons, Kid's Day Out, Summer Camps

**Description of position:** Responsible in providing a fun atmosphere for multiple children in a recreational atmosphere. Implement fun and entertaining games and activities that will entertain various age groups.

### **Responsibilities Include:**

- Instruct and supervise fun games and activities for various age groups
- Provide top customer service to children and parents
- Set up/clean up all related activities
- Collect all fees/waivers and tend to any additional tasks related to activity

### **Requirements of our candidates:**

- Must be reliable, vibrant, enthusiastic and fun
- Must be available to work on a as needed basis
- Previous experience with working with children in a professional environment
- Interest in physical activity
- Gymnastics/Tumbling/Cheerleading experience a PLUS

## **BIRTHDAY PARTY INSTRUCTOR**

Part Time position (birthday parties run Saturdays & Sundays)

**Description of position:** Implement and instruct a fun, safe and entertaining gymnastics themed birthday party with games and activities for children ages 3 to twelve.

### **Responsibilities include:**

- Set up/Clean up all party activities
- Greet party host and guests with a friendly demeanor
- Assist with all aspects relating to the birthday party (activities, cake, gifts etc)
- Instruct and supervise children at the birthday party
- Providing a FUN and EXCITING environment at the gymnastics party & SUPER customer service.
- Collect all fees/waivers and tend to any additional tasks related to the party

### **Requirements of our candidates:**

- Mature, reliable, vibrant, enthusiastic and FUN
- Gymnastics experience is not a must, but is preferred. Must LOVE to work with children
- Must be able to work independently

# **GYMNASTICS COMPETITIVE TEAM COACHES**

## **HEAD WOMEN'S COMPETITIVE TEAM COACH**

Part time to full time positions, mostly evenings and weekends (hours may vary in summer)

**Description of position:** This person is responsible for building and administering the competitive team program, have a working knowledge of competitive routines, USA guidelines and appropriate progressions, skills/drills.

### **Responsibilities Include:**

- Hire, train and supervise team staff
- Plan a yearly calendar including a competition schedule and special activities
- Maintain excellent relationships with team parents by keeping an open dialog
- Handle any parent/child questions or problems promptly and professionally
- Plan curriculum and rotation schedules
- Work closely with Preschool and Progressive directors
- Participate in professional growth opportunities and extra gym activities
- Host and attend required meetings

### **Requirements of our candidates:**

- 2 years minimum as competitive team coach (head or assistant)
- Previous success as head coach or assistant coach
- Ability to coach through Level 8 (or be willing to train)
- Ability to work cooperatively with other departments and other gyms
- Excellent communication skills and customer service focus
- USAG member preferred

## **ASSISTANT WOMEN'S COMPETITIVE TEAM COACH**

Part time position: mostly evenings and weekends (hours may vary in summer)

**Description of position:** This person is responsible for building the competitive team program, having a working knowledge of competitive routines, skills/drills and appropriate progressions.

### **Responsibilities include:**

- Teaching gymnastics 15-20+ hours a week
- Assist in creating a culture dedicated to building happy, healthy confident children
- Provide top customer service to both child and parent
- Assist in developing a strong competitive program focused on the child's best interest
- Ability to be a team player
- Have excellent communication skills
- Attend weekend competitions (some travel may be required)

### **Requirements of our candidates:**

- 2 years minimum as competitive team coach (head or assistant)
- Advanced technical knowledge of the sport of gymnastics through level 8
- Proven success as head or assistant coach
- USAG Member preferred

# **CHEERLEADING COMPETITIVE TEAM COACHES**

## **HEAD COMPETITIVE CHEERLEADING COACH**

Part time to full time positions, mostly evenings and weekends (hours may vary in summer)

**Description of position:** This person is responsible for building and administering the competitive cheerleading program, have a working knowledge of cheerleading techniques, USASF guidelines and appropriate progressions, skills/drills.

### **Responsibilities Include:**

- Hire, train and supervise cheerleading staff
- Plan a yearly calendar including a competition schedule and special activities
- Maintain excellent relationships with team parents by keeping an open dialog
- Handle any parent/child questions or problems promptly and professionally
- Plan curriculum and rotation schedules
- Work closely with cheer and tumbling staff
- Participate in professional growth opportunities and extra gym activities
- Host and attend required meetings

### **Requirements of our candidates:**

- 2 years minimum as competitive cheer coach (head or assistant)
- Previous success as head coach or assistant coach
- Ability to coach through Level 8 (or be willing to train)
- Ability to work cooperatively with other departments and other gyms
- Excellent communication skills and customer service focus

## **ASSISTANT COMPETITIVE CHEERLEADING COACH**

Part time position: mostly evenings and weekends (hours may vary in summer)

**Description of position:** This person is responsible for assisting with building the competitive cheerleading program, having a working knowledge of cheerleading techniques, USASF guidelines, skills/drills and appropriate progressions.

### **Responsibilities include:**

- Teaching cheerleading 15-20+ hours a week
- Assist in creating a culture dedicated to building happy, healthy confident children
- Provide top customer service to both child and parent
- Assist in developing a strong competitive program focused on the child's best interest
- Ability to be a team player
- Have excellent communication skills
- Attend weekend competitions (some travel may be required)

### **Requirements of our candidates:**

- USASF credentialed preferred
- 2 years minimum as competitive team coach (head or assistant)
- Advanced technical knowledge of the sport of gymnastics through level 8
- Proven success as head or assistant coach

# **ADMINISTRATIVE**

## **CUSTOMER SERVICE PROFESSIONAL/OFFICE ASSISTANT**

Part Time position (day/evening hours available)

**Description of position:** This person provides a wide range of administrative support to the front desk and office manager/bookkeeper. This person also exhibits good communication skills and a professional demeanor when interacting with customers at all levels.

### **Responsibilities include but are not limited to:**

- Ability to professionally handle phone calls, questions and e-mails with a customer service focus
- Assisting customers with registration and answering questions regarding our programs
- Taking payments and assisting with billing questions
- Filing, typing, organizing front desk and assisting with special projects
- Keep office area clean and organized

### **Requirements of our candidates:**

- Minimum of 2 years administrative experience
- Must be reliable and be able to work independently at times
- Strong organizational and sales skills
- Proficient with Microsoft Office® applications: word, excel, publisher
- Is able to respond to last minute needs with focus and problem-solving ability, and can handle ambiguity in situations.

## **BOOKKEEPER/OFFICE MANAGER**

Part Time position (20-30 hours, day/evening hours available)

**Description of position:** This person is responsible for maintaining all customer accounts, accounts payable, banking and office support with a customer service focus.

### **Responsibilities include but are not limited to:**

- Ability to professionally handle phone calls, e-mails and questions with a customer service focus
- Assisting customers with registration and answering questions regarding our programs
- Taking and entering payments into bookkeeping program
- Accounts payable/banking/account reconciliation
- Process delinquent accounts
- Oversee hiring, training and supervising office staff

### **Requirements of our candidates:**

- Minimum of 2 years bookkeeping experience (or comparable)
- Proficient with Microsoft Office® applications: word, excel, publisher
- Must be reliable and be able to work independently at times
- Strong leadership and sales skills
- Strong organizational and verbal skills

# **SPECIAL EVENTS & ACTIVITIES DIRECTORS**

## **BIRTHDAY PARTY COORDINATOR**

Part Time position (Saturday & Sunday birthday parties and some administrative hours during the week).

**Description of position:** Organizes and implements fun, safe and entertaining gymnastics themed games and activities for children ages 3 to twelve.

### **Responsibilities include:**

- Able to professionally handle customers questions and book birthday parties
- Maintaining calendar of parties
- Train and schedule staff for birthday parties
- Keeping inventory of birthday party supplies and party packets
- Reaching and exceeding predetermined goals for birthday parties
- Providing a FUN and EXCITING environment at the gymnastics party & SUPER customer service.
- Instructing at the birthday party

### **Requirements of our candidates:**

- Mature, upbeat and enthusiastic
- Gymnastics experience is not a must, but is preferred. Must LOVE to work with children!
- Must be reliable

## **SUMMER CAMP DIRECTOR**

Part time position (days/hours vary)

**Description of position:** Organize, market and implement fun, safe and entertaining gymnastics themed games and activities for children ages 5 – 12 for a daily summer camp. Activities include gymnastics as well as other fun and educational themes.

### **Responsibilities include:**

- Able to professionally handle customers questions regarding the camp
- Maintaining calendar of camp dates/days
- Hire, train and schedule camp staff
- Keeping inventory of camp supplies & crafts
- Reaching and exceeding predetermined goals for summer camps
- Providing a FUN and EXCITING environment at the summer camp & SUPER customer service.
- Instructing at the summer camp

### **Requirements of our candidates:**

- Mature, upbeat and enthusiastic
- Gymnastics experience is not a must, but is preferred. Must LOVE to work with children!
- Must be reliable

## **SPECIAL ACTIVITIES DIRECTOR**

Part Time position (Mostly weekends and some weekday activities w/some administrative hours during the week)  
Kid's Night Out, Open Gym, Private Lessons, Kid's Day Out, Summer Camps

**Description of position:** Responsible in providing a fun atmosphere for multiple children in a recreational atmosphere. Implement fun and entertaining games and activities that will entertain various age groups.

### **Responsibilities Include:**

- Schedule, implement, instruct and supervise fun games and activities for various age groups
- Train and schedule staff for special activities
- Providing a FUN and EXCITING environment at the gymnastics party & SUPER customer service.
- Set up/clean up all related activities
- Collect all fees/waivers and tend to any additional tasks related to activity

### **Requirements of our candidates:**

- Must be reliable, vibrant, enthusiastic and fun
- Must be available to work on a as needed basis
- Previous experience with working with children in a professional environment
- Interest in physical activity
- Gymnastics/Tumbling/Cheerleading experience a PLUS