



**DOOR COUNTY YMCA  
JOB DESCRIPTION  
Progressive Gymnastics Instructor**

**Incumbent:**  
**Reports to:** Progressive Gymn Director  
**Date:** 10/14  
**Approval:**

**Department:** Program  
**Payroll Posting Code:** 012GYM  
**Position Grade:** F

**General Function:**

Under direction of the Progressive Gymnastics Director and in accordance with the policies of the Door County YMCA, the Gymnastics Instructor will be responsible for building relationships with youth and families while implementing the USA Gymnastics Compulsory curriculum and lesson plans and ensuring safety of the participants.

**Know How:**

- At least 16 years of age, with the ability to cultivate positive relationships among youth and their families
- Demonstrated high level of initiative, professionalism, positive attitude, and enjoy working in and creating a strong team environment
- Ability to engage participants in programs that will help to advance gymnastics skills while also guiding increased self-confidence and character development
- Knowledge of and demonstrated proficiency in the instruction of the skills to be taught
- Positive attitude, strong leadership, creativity, and communication skills are a must.

Position requires the ability to perform physical activities with considerable use of arms and legs, while moving entire body over a period of time. Position requires the ability to spot participants in required tricks and lift up to 50 lbs.

**Certifications Required:**

- CPR/First Aid certification is required.
- Knowledge of USA Gymnastics compulsory levels 1-10 and the ability to implement them

**Principal Activities:**

1. Develop, organize, implement, and evaluate progressive gymnastics lessons; aligning curriculum with YMCA of the USA and USA Gymnastics Compulsory philosophy, training, and best practices. Ensure that required skills are met before advancing participants to the next skill level.
2. Understand that safety is a primary concern in YMCA programming, but especially in the gymnastics area, due to equipment used and tricks performed. Always utilize proper warm-up and spotting techniques to reduce risk of injury to instructor and participant.
3. Utilize Listen First techniques to better understand programming needs and concerns, resolve conflicts, and positively promote the gymnastics program. Exemplify the YMCA values of Caring, Honesty, Respect and Responsibility in all aspects of job performance and in relationships with others.
4. Provide a welcoming learning environment; make a special effort to greet new program

- participants and encourage positive relationship building in and among class participation.
5. Assure that the first class orientation educates all participants/parents as to the goals and objectives as well as the skills to be taught in the program. Program evaluations may be completed by participants/parents during the end of the session; support and encourage completion of these surveys.
  6. All classes should start and end on time, according to schedule published.
  7. Determine the extent of safety concerns when identified and decide on appropriate action. Communicate concerns to Gymnastics Coordinator.
  8. Work closely with Gymnastics Coordinator and Gymnastics Team Head Coach to coordinate skills that will prepare advancement of participants through competitive levels of programming, if so desired.

**Effect on End Results:**

The effectiveness of the Progressive Gymnastics Instructor will be measured by:

- The ability to nurture relationships with and among families, creating a stronger relationship with the YMCA
- Creation of positive word-of-mouth advertising to continue to support and grow enrollment numbers.
- The degree to which program objectives were accomplished each session.
- The degree to which programs are meeting parent/participant expectations through the use of program evaluations
- The degree to which safety concerns were identified and handled, with or without incident

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date