



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

**WORK  
AT THE Y!**

## GYMNASTICS & ACTIVITY DIRECTOR STURGEON BAY PROGRAM CENTER

The Door County YMCA is looking for an enthusiastic leader to grow our successful gymnastics program and oversee various activities at the Y. We offer both a progressive and competitive gymnastics program, making this Director position perfect for individuals with experience and/or knowledge of the XCEL gymnastics level.

In addition to gymnastics, this Director will also focus on organizing youth and family special events and coordinating the adult volleyball league.

### What you'll do:

- Lead, coach, and mentor young athletes
- Supervise and train instructors
- Manage, develop, and promote programs
- Join a dedicated, cause-driven team focused on meeting community needs
- Gain valuable skills that lay the foundation for career growth

### KEY QUALIFICATIONS

At the Y, you can apply your experience, knowledge and abilities, while discovering new talents within yourself as you affect positive change in the lives of those around you. The benefits of working at the YMCA stay with you for a lifetime.

- Prior gymnastics experience and/or coaching is essential.
- The Y will provide the training needed to succeed professionally.

### Hours

- This is a full-time exempt status position, typically working Mon-Fri
- Some travel with the competitive team and events may require weekend hours
- Must be available for programming during the after school hours.



Being able to help children grow into strong confident children through the sport of Gymnastics and enstalling the Y core values while teaching the basics skills is why I love my job.

**Starting Wage:** Starting wage: \$44,000-45,000 annually

**Full benefits package:** Health, Dental, Life, and Disability insurance, Time-off benefits, Retirement package upon qualifications, FREE Y membership and program discounts, and flexible scheduling

**How to Apply:** Full job description and application can be found on the YMCA website, [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

**FLEXIBLE  
SCHEDULE**

**PROFESSIONAL  
DEVELOPMENT**

**FREE  
Y Membership**

**DISCOUNTS  
ON Y  
PROGRAMS**

**IT'S FUN!**

Be an integral part of two great community centered programs.

**BUILD  
RESUME  
SKILLS**

**CAUSE  
DRIVEN**

Work with passionate people and help make our community a better place!

**DOOR COUNTY YMCA | [www.doorcountyyymca.org](http://www.doorcountyyymca.org)**

**Jackie & Steve Kane Program Center**  
3866 Gibraltar Road, Fish Creek, WI 54212  
920-868-3660

**Sturgeon Bay Program Center**  
1900 Michigan Street, Sturgeon Bay, WI 54235  
920-743-4949



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## DOOR COUNTY YMCA

Job Title: **Gymnastics & Activity Director**

Job Code: SBGYM

FLSA Status: Full-time/Exempt

Job Grade: Grade 7

Reports to: Youth Program Executive

Revision Date: 3/26/25

Leadership Level: Multi-Team Leader

Primary Department: Gym

### POSITION SUMMARY:

The Gymnastics & Activity Director, reporting to the Youth Program Executive and following the policies of the Door County YMCA, is responsible for overseeing all aspects of program delivery within their assigned areas. This includes program development, implementation, staff recruitment and training, financial management, and ensuring member satisfaction. The Director will maintain a high standard of quality, communication, and flexibility to meet the evolving needs of the community. Success in this role is defined by growth, safety, and member satisfaction.

The Gymnastics program will focus on Preschool, Progressive, and XCEL Team levels, with direct reports including gymnastics instructors and the Head Coach. The Director will also serve as an instructor and coach across all levels of the program. This role requires approximately 30 hours per week.

In addition, the Director will oversee various activities, including family events (e.g., Halloween, Father/Daughter Ball, Healthy Kids Day), monthly youth/family fun nights, and the adult volleyball league. This component of the role will require approximately 10 hours per week.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **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.

### ESSENTIAL FUNCTIONS:

Gymnastics:

1. Provide overall strategic direction, oversight, implementation and development of gymnastics department; aligning staffing resources, program offerings, and curriculum to advance participants along the training plan.
2. Demonstrate, recruit, hire and train staff to implement effective, age-appropriate, welcoming, and energetic teaching tactics and strategies that align with overall goals of the program. Routinely mentor and evaluate staff.
3. Clean, maintain, and monitor equipment for safety consideration and member service. Regularly inspect gymnastics center and equipment to ensure it is safe for classes. Determine extent of safety concerns when identified and decide on appropriate action to insure the safety of participants and staff.
4. Lead and guide staff in conducting quality classes including warm ups, stretching, conditioning, drills, skills and routines, keeping safety at the forefront. Start and end all workouts on time. Incorporate YMCA mission and Core Values into the program as appropriate. Provide a positive learning experience for all participants. Find methods to recognize achievement in participants and acknowledge their progress. Recognize individual differences and adjust teaching strategies as needed for the success of all gymnasts. Interact and assist gymnasts with their routines by actively correcting form and technique. Model and guide these expectations for department staff, ensuring that all programs meet or exceed quality programming expectations.

**DOOR COUNTY YMCA** [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P (920) 743-4949 F (920) 743-8812  
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

Other Activities:

5. Plan, organize and execute a variety of age-appropriate, safe and engaging events, while also fostering a positive and supportive environment for participants.
6. Manage event logistics, including registrations, securing of space, budget, and coordination of marketing.

Overall:

7. Develop relationships with participants, parents, staff, and co-workers, utilizing Listen First skills. Circulate and greet participants and parents by name so everyone feels welcome. Set a good example of sportsmanship. Promote team collaboration.
8. Create, develop, and grow programs and budget; specific functions include creating, monitoring, forecasting, and aligning operations to coincide with the annual plan. Assist in the marketing, communication, and distribution of program information and schedules; manage class input, rosters, account balances, and cancellations/refunds; constantly evaluate program quality; adjust program format or implement training, as necessary, to assure highest quality of program offering.
9. Be readily available during the majority of the programs under your direction, either as a resource or as an instructor. Assure that participants/parents understand the goals and objectives of the program. Distribute and react to routine program evaluations.
10. Participate in the following meetings: Association Management Team, Program Management Team, Weekly Huddles, and any other as requested.
11. See other specific duty job descriptions for responsibilities in other areas as allocated.
12. Adhere to, and be ready to implement applicable Risk Management and Personnel Procedures as identified in related handbooks. (Handbooks can be found on the Staff Resource Portal)

**LEADERSHIP COMPETENCIES:**

1. Program Management
2. Developing Self and Others
3. Inclusion
4. Collaboration

**QUALIFICATIONS:**

1. Be at least 18 years of age and a high school graduate. Post High School education or related management experience is preferred. Prior competitive coaching experience is helpful.
2. Working knowledge of the XCEL Gymnastics Program, policies and procedures; certification in USAG Safety, Concussion and Safe Spot is required.
3. Ability to travel and work 8-10 competitions, which may require overnight stays.
4. Obtain CPR/AED for Professional Rescuers and First Aid Certificates within 90 days of hire; keep current.
5. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
6. Complete New Employee Orientation within 30 days of your hire date.
7. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

**WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. 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.
2. Ability to perform physical activities that require considerable use of arms and legs, while moving entire body over a period of time.
3. Ability to lift 75 lbs required, routinely climb spotting blocks, and continuously bend and reach for spotting.

**SIGNATURE:** I have reviewed and understand this job description.

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Employee's name

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Employee's signature

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Date