Job Title: Gymnastics Head Coach  
Reports to: Gymnastics Coordinator  
Category: Part-Time, Hourly, $12.00 - $15.00/hour based on experience  
Posting Open Date: June 22, 2016  
Posting Close Date: Open until filled  

SUMMARY:  
The Gymnastics Head Coach provides leadership for and supervision of the Gymnastics Team and recreation programs including participant and community relations; instructing participants, overseeing safety, and supervising coaches and volunteers. This position is directly responsible for training, instructing, and coaching primarily involving the Gymnastics Team and, secondly, other related recreational programs. Under general direction from the Gymnastics Coordinator, assists with oversight and direction of gymnastics coaches and facilities during the operational hours of the District.  

ESSENTIAL FUNCTIONS OF THE JOB:  
The below list is intended to be illustrative of the responsibilities of the position and is not all-encompassing. The District may change these duties at any time.  

- Coaches and instructs students, individually or in groups, regarding the rules, regulations, and proper use of equipment.  
- Assist with supervision of coaches and oversight of duties.  
- Assist with staff meetings, trainings, events, reviews and meets as scheduled.  
- Assess student’s skills and assigns team positions.  
- Assist with development of practice schedules.  
- May assign duties to subordinate coaches as necessary.  
- Observes students during practice and competition to help determine the needs for individual or team improvement.  
- Establishes and maintains professionalism while supervising students and coaches during practice and meets.  
- May meet with parents as necessary regarding the performance and behavior of students.  
- Acts as a team representative and promotes gymnastics by communicating with parents, visitors, etc.  
- Assist with maintaining equipment, supplies, and uniforms.  
- Develops and sustains positive relationships with participants and coaches, and provides motivational support and guidance.  
- Encourages and promotes member and parent involvement.  
- Conveys information about Gymnastics Center programs and schedules to the public.  
- Follows all CVPRD emergency and safety procedures. Completes incident and accident reports as necessary.  
- Maintains Gymnastics front desk area and class records in an orderly and efficient manner.  
- Upholds all CVPRD policies, procedures, standards and code of conduct.  
- Fulfills any functions designated by the Gymnastics Coordinator for the betterment of the program and the ability of the CVPRD to meet its mission.
NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES:
- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services, and safety of team and recreation programs.
- Knowledge and physical ability to teach specialized team and recreational programs.
- Ability to effectively lead team and recreational services communications and publicity functions.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to work with a growing program and participate in collaborative activities.

MINIMUM QUALIFICATIONS:
- CPR/First Aid/AED Certification or the ability to become certified at the next District sponsored training
- 18 years of age
- High School Diploma or GED
- One year gymnastics coaching experience
- Must be available to work varying shifts which may include days, nights, weekends and holidays
- Willingness to learn additional areas in the Gymnastics Center
- Demonstrated ability to teach the development of skills and proper techniques in area of specialty
- Ability to lift equipment and to spot children
- Ability to motivate and effectively communicate with students, parents and coworkers
- Exercises mature judgment and sound decision-making

PHYSICAL DEMANDS:
This position requires: the ability to sit or stand for extended periods of time; hand eye coordination; spotting and lifting athletes of various ages and sizes; must be able to lift 50 lbs; and, fine manipulation skills to operate computers and office equipment or perform training, instruction, and coaching.

JOB LOCATION AND EQUIPMENT UTILIZED:
Duties are primarily performed at Gymnastics Center during routine practice times on the afternoons, nights and weekends. May be required to attend meetings, workshops or District events during normal business hours. Operates gymnastics apparatus and standard office equipment including computers, etc. This position works closely with others as well as well as independently.

HOURS:
Varied; Part Time

Resumes will not be accepted in lieu of applications. Please submit all application materials to Human Resources, Recruiter@reddistrict.com, for employment consideration. Applications can be found online at CVPRD.com by selecting Jobs.

CVPRD is committed to diversity and equality in employment.