



JULY 2016
FLSA: NON-EXEMPT

GYMNASTICS INSTRUCTOR

DEFINITION

Under general supervision, develops age-appropriate gymnastics classes for children whose ages range from early childhood through the teen years; creates lesson plans, organizes and implements instructional activities, ensures safety and creates a positive learning environment; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management staff. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This is a journey level classification responsible for performing the full range of duties in the development and implementation of gymnastics classes. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (ILLUSTRATIVE ONLY)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Works directly with children in gymnastics classes; designs and develops age-appropriate lesson plans, learning experiences and activities to develop skills and enhance the child's self-esteem and independence; participant ages range from early childhood through the teen years.
- Promotes and ensures a safe work and play learning environment; inspects and adjusts equipment as needed; maintains a neat, clean, and orderly gym; demonstrates safe practices.
- Through demonstration of skills and modelling behavior, serves as a role model for students.
- Maintains program records including attendance, lesson plans, and incident reports.
- Speaks individually with parents as needed; may conduct periodic conferences with parents regarding children's progress; advises parents of children's development and movement skills, and responds to parental questions and concerns.
- Maintains class discipline; utilizes positive reinforcement strategies, methods of positive/progressive discipline, and behavior modification to achieve class order.
- Prepares instructional materials which may include typing, duplicating, gathering, organizing, and setting up equipment.
- Demonstrates effective problem solving and conflict resolution methods to promote positive interaction with children, co-workers, and parents.
- Observes and reports behavioral or learning issues to supervisory or management staff to identify the resource needs of program participants or to make recommendations for assessment; confers with appropriate peers and staff regarding behavioral or learning issues.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of

- Methods, practices, and techniques of enhancing development and improving student skills through structured lesson plans, teaching techniques, and instructional materials.
- Gymnastics skills, especially safe practices and techniques, including basic knowledge of progression in movement.
- Basic concepts of health and safety, children's physical and emotional development.
- Basic principles of kinesiology and physiology.
- Safety principles and practices, including basic first aid and CPR methods.
- Modern office practices and methods, including computer equipment and software programs relevant to work performed.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Techniques for providing a high level of customer service by effectively dealing with the parents, students, and City staff.

Ability to

- Plan, organize, conduct and supervise a gymnastics program.
- Demonstrate/model skills and behaviors.
- Evaluate student ability and design and modify appropriate activities for each student's developmental level.
- Support students at a broad range of developmental levels, including students with special needs.
- Interpret, apply and explain policies, procedures, and regulations.
- Obtain first aid, CPR or other appropriate certifications to handle medical emergencies and injuries in a calm and effective manner, including providing basic first aid and CPR.
- Maintain facilities and equipment in a clean, safe and secure manner.
- Maintain accurate records.
- Instruct and engage students in positive learning in a classroom or other learning environments.
- Learn, interpret, and apply City rules, regulations, policies, and procedures.
- Observe and control student behavior according to approved policies and procedures.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Operate modern office equipment including computer equipment and software programs relevant to the work performed.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

EDUCATION AND EXPERIENCE

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

- Equivalent to the completion of the twelfth (12th) grade,
- Minimum of two years of responsible experience in recreation programs, ideally focused on gymnastics
- Experience in working with a variety of age groups is desirable

LICENSES AND CERTIFICATIONS

- Possession of a valid California Driver License
- Incumbents may also be required to possess or acquire certifications necessary to support functional program requirements, e.g., USAG Safety Certification; USAG Professional Membership, Standard First Aid, USAG KAT Accreditation, Community Level CPR, ASEP Coaching Principles Certification.

PHYSICAL DEMANDS

Must possess mobility to work in a classroom setting, gymnasium setting and occasionally in an office setting when using standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily an active instructional classification requiring standing and walking between classroom areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator, to operate standard office equipment, and adjust gymnastics apparatus. Positions in this classification frequently bend, stoop, kneel, reach, push, and pull objects. Employees must possess the ability to lift, carry, push, and pull materials and objects, up to 40 pounds with the use of proper equipment.

ENVIRONMENTAL ELEMENTS

Employees work in a gymnasium with high to excessive noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances though frequent exposure to germs and illness. Employees may interact with upset children and/or parents when interpreting and enforcing rules, policies and procedures.