



Assistant Coach - Gymnastics

JOB DESCRIPTION

DATE LAST REVIEWED:

CLASS CODE: TBD

FLSA: Non-Exempt

JOB SUMMARY

Provides leadership and support for Vail Recreation District's (VRD) gymnastics division in the recreation department, including participant and community relations, instructing participants, assisting with facility operations, administrative support and scheduling, and ensuring the safety of participants and staff.

DISTINGUISHING CHARACTERISTICS

The assistant coach – gymnastics is the supervisory-level classification that performs a variety of responsibilities related to operations of the gymnastics division. This classification requires a working knowledge of terminology, procedures and practices used to instruct gymnastics and assist with daily operations.

This class is distinguished from the management-level gymnastics director level by the latter class's greater authority to manage, administer, and supervise the gymnastics division.

SUPERVISION RECEIVED AND EXERCISED

Reports to the gymnastics director and the head coach and receives occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Plans and/or determines specific procedures or equipment required to meet assigned objectives and solve routine problems. Refers non-routine or unusual matters, as well as programming decisions to supervisor. Operates under direct supervision for assignments that deviate from established processes and procedures/policies.

Supervises the following positions: part time coaches, seasonal staff

EXAMPLES OF DUTIES AND RESPONSIBILITIES

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

Duties may include, but are not limited to, the following:

- Assist with the planning, scheduling, and coordination of special programs and events, including birthday parties, summer camps, holiday camps, and Vail gymnastics classic competition
- Attend and supervise students at gymnastics competitions

- Assist with the training and development of all levels of gymnastics participants
- Instruct classes and practices
- Assist in planning and coordinating team activities including practices, league requirements, meets, meet fees and entries, professional credentials, and travel
- Help execute lesson and skill development plans while providing input into enhancing programs
- Ensure standard operating procedures are utilized and updated on a regular basis in coordination with the head coach and gymnastics director
- Ensure cleanliness of all assigned areas, to include emptying trash and recycling bins, and maintain facilities and bathrooms for safety, cleanliness, upgrades, and security
- Assist in managing online enrollment, waitlists, and registration
- Provide excellent customer service by being attentive, professional, helpful, and courteous to guests, staff and Board of Directors of VRD, escalating concerns and complaints to management as needed
- Ensure a high level of customer service and safety awareness
- Determine participant readiness and include safe age-appropriate progressions in all programs
- Perform other assigned duties

To perform these functions, incumbents must typically possess

Knowledge of:

- Coaching and running programs and events specific to gymnastics
- Mechanical and electrical systems in the facility and how to open and close the facility in a safe and secure manner
- Policies, procedures, rules, and regulations applicable to assigned areas of responsibility
- Principles of effective supervision and team leadership to engage, motivate and develop staff, with particular emphasis on part-time/seasonal staff

Ability to:

- Communicate effectively both verbally and in writing
- Establish and maintain highly effective working relationships with colleagues, managers, members of the public, agency representatives, sponsors, partners, and others encountered in the course of work
- Use tact, discretion, confidentiality, and diplomacy when addressing sensitive situations, personnel matters and/or concerned customers
- Maintain composure and continue to work effectively despite interruptions, equipment failures, unusual demands and/or changing priorities
- Reflect the organization's mission, vision, and values by working independently and collaboratively in a team-based environment, while demonstrating a strong work ethic, professional behavior, and a positive attitude
- Use and train on gymnastics equipment including trampoline, vault, floor exercises, balance beam, rings, etc.
- Operate standard computer applications such as Microsoft Word, Excel, and Outlook, credit card machines and basic office equipment such as computer, calculator and printer

MINIMUM REQUIREMENTS

Education and Experience:

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

- Education: Associate's degree in physical education, sports science, gymnastics, and/or related field
- Experience: Two (2) years of progressively responsible experience in physical education, sports science, gymnastics, and/or related field

Required Licenses, Certificates or Training:

- Colorado Driver's license
- CPR, first aid, and AED certifications or ability to obtain within first six months of hire
- Professional membership in USAG
- USAG coaching and safety certifications
- USAG safesport certification

Other Special Requirements:

- Schedule may need to adjust to include long days, early mornings, evenings, weekends, holidays, and on-call

WORK ENVIRONMENT

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be provided to enable individuals with disabilities to perform the essential functions of the job.

- This position's duties are performed in an office, indoor gymnastics facility, and/or indoor or outdoor recreation facilities; and could be exposed to dust, fumes, and all-weather conditions

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Movement:** Ability to move to and from various points within and between VRD, Town of Vail and private facilities, as well as within the outdoor environment, surrounding communities and Front Range
- **Physical:** Ability to perform frequent climbing, stooping, kneeling, crouching, crawling, reaching, walking, using both hands and feet, and standing, occasional sitting; occasional finger dexterity, grasping, feeling; medium work lifting and/or carrying no more than 50 pounds (with or without assistance) at a time
- **Auditory:** Ability to communicate clearly in routine conversations in person, via telephone or 2-way radio; must be able to hear normal sounds with background noise and distinguish voice patterns.
- **Visual:** Ability to perform manipulative skills that require hand-eye coordination such as a calculator or computer and be able to see objects closely as in typing a document or reading a report and at distances up to and over 20 feet, use of both eyes, distinguish basic colors and shades, depth perception
- **Feeling:** Ability to perceive attributes of objects, such as size, shape, temperature, texture, by touching with skin, particularly with fingertips
- **Other:** Ability to produce information in written form

I certify that I can complete all job duties assigned in this job description (circle one) **WITH** or **WITHOUT** accommodation. I understand there may be some job duties not stated above, but for which I am still responsible to complete.

Employee Signature

Employee Printed Name

Employee Signed Date

Supervisor Signature

Supervisor Printed Name

Supervisor Signed Date