

**BERWYN PARK DISTRICT JOB DESCRIPTION  
GYMNASTICS INSTRUCTOR**

**Job Title: Gymnastics Instructor**

**Qualifications:**

Must be a responsible and reliable person age 18 or older with at least 3 years of gymnastics experience, including a comprehensive competitive coaching background. Previous competitive coaching experience with children preferred. Must be certified in CPR, First Aid, AED or have ability to obtain. Ability to maintain discretion with regard to confidential matters and/or information. Must have a valid IL driver's license and provide own transportation. Must pass a criminal background check and a job placement physical. Bilingual knowledge is preferable.

**Duties:**

Under the direction and supervision of the Athletics and Recreation Manager. The Gymnastics Instructor is responsible for teaching a variety of skills to students. They are responsible for general classroom management, planning, skills instruction, strength training, instructions of routines and spotting students. Additional duties include set-up, clean-up, and daily documented safety checks of equipment. Must maintain safety of building, including any necessary keys and proper opening/closing procedures. Must assist the District in promoting the program to the community. This is an at-will position with no benefits.

**Essential Functions:**

1. Develops an age appropriate gymnastics curriculum for classes based on readily acceptable principles related to gymnastics.
2. Presents a positive attitude and promotes a favorable image for the Berwyn Park District at all times.
3. Facilitates and actively participates in daily activities for gymnastics class, including warm up, skill instruction, and routines.
4. Ensures the guidance and safety of all participants.
5. Serves as a positive role model by upholding all Berwyn Park District policies and following all district rules.
6. Establishes and maintains standards of behavior needed to achieve effective participation in all activities without interfering with the natural environment of class.
7. Records daily attendance of participants and other records, including equipment safety checks, as required.

8. Assists in the implementing and planning of gymnastic and park district special events.
9. Attends staff meetings and other meetings or events as required.
10. Maintains positive relationships with participants, parents, and other staff members. Attempts to answer parent questions or refer them to the Athletics and Recreation Manager.
11. Participates in ongoing continuing education related to gymnastics.

**Marginal Functions:**

1. Maintain a healthy and safe environment for participants enrolled in the program.
2. Maintain a proper economy of supplies and equipment.
3. Perform other program-related duties as assigned by the Athletics and Recreation Manager or the Superintendent.
4. May need to assist in recruitment of secondary instructor as dictated by program numbers.

**Psychological Considerations:**

The gymnastics instructor may feel added pressure from being responsible for the children enrolled in the program.

**Environmental Considerations:**

Temperature, humidity, and lighting conditions may change.

**Physiological Considerations:**

Must be able to properly spot children up to 125 pounds and lift items or children up to 75 pounds

**Cognitive Considerations:**

Must be able to administer the operation of the gymnastics program. The ability to disseminate information to others in a clear, concise manner is necessary.

Salary Range:

\$10.00 - \$20.00 per hour DOQ

No benefits except as required by law.