

Boys & Girls Club of Kenosha Position Description

Job Title Gymnastics Recreational Class Instructor

Status: Part Time

Primary Function: The recreation program instructor will be responsible for the instruction of various level classes in the age group recreation program.

Qualifications: Experience in gymnastics. Knowledge of basic skills. Ability to communicate with children in a positive demeanor. Physical ability to spot students.

Personal Qualities:

* Punctual	* Loyal	* Sincere
* Honest	* Enthusiastic	* Knowledgeable
* Friendly	* Kind	* Conscientious
* Reliable	* Courteous	* Trustworthy
* Empathetic	* Committed	* Analytical
* Organized	* Accountable	* Safety Conscious
* Consistent	* Energetic	* Persistent

Primary Responsibilities:

- Arrive 10 minutes prior to class to look over lesson plans and checks and prepares equipment setups.
- Start and end classes on time.
- Keep accurate attendance records of each class taught.
- Instruct class in accordance with prepared lesson plans and equipment rotation schedule.
- Keep classes moving at a pace where students are not standing idle for prolonged periods of time. Provide constant positive feedback with all students.
- Spot students when necessary. Pay special attention to students having difficulty with a skill. Spot them for success or change the skill. Do not let a child continue to attempt a skill that results in constant frustration and failure.
- Be accountable for your student's progress. Give you best effort to ensure individual success and improvement in skill acquisition.
- Communicate with other instructors to make event rotations work efficiently.
- Keep yourself in position to see all your students at all times. Students must be supervised at all times. Lead your students through the gym.
- Administer timely and accurate skill testing of all your students. Keep all skill charts updated. Hand out achievement stickers and awards in a timely manner.
- Hand out all notes to students at the end of class. Be familiar with the notes you are handing out and promote upcoming events to students.
- Introduce yourself to parents and communicate with them between classes.
- Make sure folders are turned in every night to the front office.
- Take part in continued improvement of all facets of teaching through training, reading, attending meets and clinics, video observation, etc

Employee Manual: All staff members must read the Boys & Girls Club of Kenosha- Scamps- Legendary CYC All Stars Employee Manual, agree to the terms and policies set forth in the manual, and abide by them. After reading the manual please sign the "Employee Acknowledgement Form" at the end of the manual. Turn in the form to the Business Manager

Background Check: All staff must complete a background check every year

Safesport: All staff must complete the online Safesport course annually.

U100 Course – 1x year

Complete all trainings and requirements required by USA Gymnastics in a timely manner.

Physical Requirements/Work Environment:

- Ability to walk, stand, sit and climb stairs.
- Possess an adequate level of manual dexterity and sense of balance.
- Possess good near distance acuity (20 feet or less), far distance acuity (more than 20 feet), three dimensional depth perception and color distinction.
- Ability to tolerate environmental conditions: air conditioning, heat, dust fumes, noise, close quarters, etc.
- Ability to lift and move objects weighing up to 50 pounds.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

Signed by: _____
Employee **Date**

Approved by: _____
Supervisor **Date**