



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

## GYMNASTICS PROGRAM SPECIALIST STURGEON BAY PROGRAM CENTER

**WORK  
AT THE Y!**

The Door County YMCA is seeking a Gymnastic Program Specialist to help lead our successful gymnastics & team program. The Y offers both recreational classes, as well as a competitive gymnastics team program. This Director level position is ideal for those with previous recreational & competitive gymnastics experience & knowledge.

### What You'll Do

- Teach and share your love of gymnastics with participants of all ages & abilities.
- Supervise gymnastics instructors, including training and ongoing education.
- Responsible for administrative tasks that help to manage and grow the program.
- May travel with the competitive team.
- USA Gymnastics curriculum is the foundation of skill levels.

### KEY QUALIFICATIONS

At the Y, you can apply your experience, knowledge and abilities, while discovering new talents within yourself as you affect positive change in the lives of those around you. The benefits of working at the YMCA stay with you for a lifetime. • Prior experience in coaching and/or leading a team is preferred. • Must have knowledge of the skills to be taught. • The Y will provide the training needed to succeed professionally. • Must be available for programming during the after-school hours.



Being able to help children grow into strong confident children through the sport of Gymnastics and enstalling the Y core values while teaching the basics skills is why I love my job. – Amy

### Starting Wage:

- \$16-20/hour, depending on experience and employment status
- Full-time benefit package includes health and life insurance, paid time off, FREE family membership, FREE kids care while working (during open hours), flexible scheduling, and retirement contributions upon qualification.

**Hours:** Part-time, Various shifts available during the after-school to early-evening hours.

**FLEXIBLE  
SCHEDULE**

**PROFESSIONAL  
DEVELOPMENT**

**FREE  
Y Membership**

**DISCOUNTS  
ON Y  
PROGRAMS**

**IT'S FUN!**

Be an integral part of two great community centered programs.

**BUILD  
RESUME  
SKILLS**

**CAUSE  
DRIVEN**

Work with passionate people and help make our community a better place!

**DOOR COUNTY YMCA | [www.doorcountyyymca.org](http://www.doorcountyyymca.org)**

**Jackie & Steve Kane Program Center**  
3866 Gibraltar Road, Fish Creek, WI 54212  
920-868-3660

**Sturgeon Bay Program Center**  
1900 Michigan Street, Sturgeon Bay, WI 54235  
920-743-4949



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

## DOOR COUNTY YMCA

Job Title: **Gymnastics Program Specialist**

Job Code:

FLSA Status: Full-time/Part-Time

Job Grade:

Reports to: Youth and Sports Executive

Revision Date: 8/9/2023

Leadership Level: Team/Multi-Team Leader

Primary Department: Youth

### POSITION SUMMARY:

Under the direction of the Youth Executive and in accordance with the policies of the Door County YMCA, the Gymnastics Program Specialist is responsible for all aspects of program delivery in the gymnastics department and will deliver programs and services with enthusiasm, leadership, and knowledge of components of a safe and effective gymnastics program. He/She will direct the overall competitive and supporting progressive gymnastics program offerings; effectively designs and plans curriculum for varying level and aged athletes; coordinates season practice schedules, meet schedules, and offseason training; ensures programming is inclusive of all abilities, defining success in alignment with participant goals; provides positive feedback along with correcting guidance to achieve increased success.

### OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

### ESSENTIAL FUNCTIONS:

1. Determine extent of safety concerns when identified and decide on appropriate action to insure the safety of participants and staff. Follow up on all decisions and recommendations.
2. Be readily available during the programs. Assure that the first class orientation educates all participants/parents as to the goals and objectives as well as the specific skills to be taught in the program. Program evaluations should be completed by participants/parents during the end of the session.
3. Develop, promote, grow, and direct programs with the intent of building relationships and growing the gymnastics program. Assist in the marketing, communication, and distribution of program information and schedules, managing class cancellations, and evaluating program quality.
4. Recruit, hire, train, and set goals for staff in a professional manner with the intent of creating a thriving gymnastics department; Listen First skills will be used to build relationships with members and guests. Plan and provide appropriate training and development for staff and volunteers.
5. Manage and grow the department budget; specific functions include creating, monitoring, forecasting, and aligning operations to coincide with the annual plan. Adjust as necessary to deliver a balanced budget.
6. Lead practices including; warm ups, stretching, conditioning, drills, skills and routines. Start and end all workouts on time.

DOOR COUNTY YMCA [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

STURGEON BAY PROGRAM CENTER 1900 Michigan Street, Sturgeon Bay, WI 54235 P 920 743 4949 F 920 743 8812

NORTHERN DOOR PROGRAM CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P 920 868 3660 F 920 868 9970

7. Set competitive meet schedule; coordinate home meets; enroll participants and attend away meets as scheduled and necessary.
8. Instruct gymnasts safely and effectively on all gymnastics equipment. Know and utilize proper spotting techniques.
9. Know and follow the USAG policies and procedures and compulsory routines.
10. Recognize individual differences and adjust teaching strategies as needed for the success of all gymnasts.
11. Interact and assist gymnasts with their routines by actively correcting form and technique.
12. Develop and maintain positive relationships with gymnasts, parents, coworkers, and YMCA staff. Circulate and greet, by name, all participants and parents so everyone feels welcome.
13. Clean, maintain, and monitor equipment for safety consideration and member service. Prepare for practice by inspecting gymnastics center and equipment before and after practices.
14. Provide a positive learning experience for all participants. Recognize achievement in participants and acknowledge their progress.
15. Maintain a professional and responsible attitude in the instruction of all classes. Set a good example of sportsmanship in and out of the gym center. Promote a team atmosphere and team spirit.
16. Manage awards, meet information, and any other communication as needed.

#### **LEADERSHIP COMPETENCIES:**

1. Program Management
2. Developing Self and Others
3. Inclusion
4. Collaboration

#### **QUALIFICATIONS:**

1. Be at least 18 years of age and a high school graduate.
2. Post-secondary degree in a related field is preferred.
3. Must have a working knowledge of the USA Gymnastics Compulsory Program and skills to be taught.
4. Prior competitive coaching experience is preferred.
5. Will have a thorough understanding of the USAG policies and procedures and be ready to implement.
6. Complete New Employee Orientation within 30 days of your hire date.
7. Obtain a current CPR/AED for Professional Rescuers with First Aid Certificate.
  - a. This certificate is valid for two years and it is your responsibility to keep it up to date.
8. Complete Child Abuse Prevention Training within 30 days of your hire date. USAG Safety Certification preferred.
  - a. This training is required annually throughout your employment.
9. The following USAG certifications are required: USAG Safety, Concussion, and Safe Spot.
10. Ability to travel and work 6-8 away competitions. May require overnight stays.
11. Create progressive workout and lesson plans.

#### **WORK ENVIRONMENT AND PHYSICAL DEMANDS:**

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. Ability to perform physical activities that require considerable use of arms and legs, while moving entire body over a period of time.
3. Ability to lift 75 lbs required, routinely climb spotting blocks, and continuously bend and reach for spotting.

#### **SIGNATURE:**

I have reviewed and understand this job description.

\_\_\_\_\_  
Employee's name

\_\_\_\_\_  
Employee's signature

\_\_\_\_\_  
Date