



FOR YOUTH DEVELOPMENT®  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY

# OPPORTUNITY AWAITS

COLLABORATION EMPOWER LEARN  
WE ARE FAMILY  
LEARN SUCCEED  
THRIVE  
CHANGE LIVES  
PASSION  
GROW  
YOU MAKE A DIFFERENCE  
PROSPER  
GREAT  
THRIVE  
FOCUS  
ON THE  
FUTURE  
CHANGE LIVES  
CAUSE  
FOURISH

## GYMNASTICS COORDINATOR STURGEON BAY PROGRAM CENTER

**WORK  
AT THE Y!**

The Door County YMCA is looking for an enthusiastic leader to grow our successful gymnastics program.

What you'll do:

- Lead, coach, and mentor young athletes
- Supervise, hire and train instructors
- Manage, develop, and promote programs
- Administrative tasks to support both the progressive and competitive team programs
- Join a dedicated, cause-driven team focused on meeting community needs
- Gain valuable skills that lay the foundation for career growth

### 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 gymnastics experience and/or coaching is essential.
- The Y will provide the training needed to succeed professionally.
- Must be available for programming during the after school hours.

Discover your passion at the Y! Come join us at the Y, work that matters!



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. - Gymnastics Instructor

### Starting Wage:

\$20-21/hour depending on experience, 20-25 hours per week

Benefits include **FREE** YMCA membership, **FREE** kids care while working (during open hours), flexible scheduling, and retirement contributions upon qualification.

**HOW TO APPLY** - Full job description and application can be found on the YMCA website, [www.doorcountyyymca.org](http://www.doorcountyyymca.org)

**FLEXIBLE  
SCHEDULE**

**PROFESSIONAL  
DEVELOPMENT**

**FREE  
Y Membership**

**DISCOUNTS  
ON Y  
PROGRAMS**

**IT'S FUN!**  
Be an intergral 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 Coordinator**

Job Code: SBGYM

FLSA Status: Part-Time

Job Grade: 5

Reports to: Gymnastics Director

Revision Date: 4/15/26

Leadership Level: Team Leader

Primary Department: Youth

### POSITION SUMMARY:

Under the direction of the Gymnastics Director and in accordance with Door County YMCA policies, the Gymnastics Coordinator is responsible for delivering a high-quality, progressive gymnastics program that meets USAG safety standards and skill development benchmarks. This role includes both teaching classes directly, as well as hiring, supervising, training, and mentoring other instructors to ensure consistent, effective instruction that follows established curriculum and best practices and meets the needs of members. The Gymnastics Coordinator will also provide administrative support to the Competitive Gymnastics Team, working to deliver strong communication with parents and participants across the entire gymnastics program, handling registrations, and coordinating fees and payments.

The Coordinator will provide hands-on leadership to maintain instructional quality and safety across all groups. This position required close collaboration with the Gymnastics Director to plan session-based programming, align staff schedules, and develop curriculum that supports athlete progression toward team readiness.

Strong leadership, clear communication, and a commitment to excellence in coaching and safety are essential for success in this role.

### 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. Pre-Class Safety & Facility Oversight**  
Conduct thorough safety inspections of equipment and the gym environment prior to all classes. Ensure all equipment is clean, properly maintained, and set up according to safety standards. Proactively address and document any hazards to maintain a safe, high-quality training environment.
- 2. Program Leadership & Instructional Excellence**  
Ensure all class offerings are well-structured, engaging, and aligned with program standards. Oversee lesson flow including warm-ups, skill progressions, conditioning, and routines. Ensure all sessions begin and end on time and that new participants and families receive clear orientation on program expectations and goals.
- 3. Curriculum Development & Program Quality**  
Work with Gymnastics Director to design, implement, and continuously improve a progressive, age-appropriate curriculum. Ensure instruction aligns with USA Gymnastics (USAG) guidelines and YMCA best practices. Maintain consistency in skill progression, proper technique, and appropriate spotting across all staff.
- 4. Staff Supervision, Training & Development**  
Provide direct supervision and mentorship to progressive gymnastics staff. Deliver ongoing coaching, feedback, and evaluation to ensure high-quality instruction. Lead onboarding and training of new instructors and contribute to hiring efforts. Foster a culture of accountability, growth, and continuous improvement.
- 5. Team Leadership & Culture Building**  
Create a positive, inclusive, and team-oriented environment for staff and participants. Model professionalism,

**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  
JACKIE AND STEVE KANE CENTER 3866 Gibraltar Road, Fish Creek, WI 54212 P (920) 868-3660 F (920) 868-9970

strong communication, and a commitment to excellence. Encourage sportsmanship, respect, and collaboration within the program.

6. **Athlete Development & Progression**

Ensure all gymnasts receive developmentally appropriate instruction tailored to their individual needs and abilities. Monitor athlete progress and provide constructive feedback to improve performance, confidence, and skill mastery. Collaborate with supervisor to evaluate readiness for advancement within the program.

7. **Family & Member Engagement**

Build strong relationships with participants and families through proactive, professional communication. Ensure families feel informed, welcomed, and connected to the program. Address questions, concerns, and feedback in a timely and supportive manner.

8. **Program Growth & Retention**

Support the growth and sustainability of the gymnastics program through high-quality delivery and positive member experiences. Assist with program scheduling, promotions, and enrollment efforts. Identify opportunities to improve retention, expand offerings, and enhance participant satisfaction.

9. **Program Administration & Operations Management**

Oversee and manage administrative functions for both the progressive gymnastics program and competitive team. Responsibilities include coordinating program registration and roster management, tracking and reconciling fees and payments, and ensuring accurate program records. Serve as a primary point of contact for parent communication, providing timely updates on schedules, events, and program expectations. Collaborate on marketing and promotional efforts to drive enrollment and program visibility. Ensure all administrative processes are organized, efficient, and aligned with YMCA policies and member service standards.

10. **Operational Support & Event Coordination**

Collaborate across the gymnastics department to ensure seamless operations. Assist with team practices, special events, meets, and fundraising initiatives. Provide coverage and support as needed to maintain program continuity.

**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. Must have a working knowledge of the USA Gymnastics Compulsory Program and skills to be taught.
3. Prior competitive coaching experience is preferred; prior teaching experience is necessary.
4. Will have a thorough understanding of the USAG policies and procedures and be ready to implement.
5. The following USAG certifications are required: USAG Safety, Concussion, and Safe Spot.
6. Create progressive workout and lesson plans.
7. Obtain CPR/AED for Professional Rescuers and First Aid Certificates within 90 days of hire; keep current.
8. Complete Child Abuse Prevention Training through the onboarding process/annually thereafter.
9. Complete New Employee Orientation within 30 days of your hire date.
10. Adhere to the Best Practices designated per position which can be found on the Staff Resource Portal.

**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