

Job Description

POSITION: Gymnastics Coordinator

EMPLOYED BY: President & CEO

RESPONSIBLE TO: Director of Operations

PURPOSE: Is responsible for the development, coordination, and day-to-day implementation of a safe, inclusive, and engaging gymnastics program designed exclusively for girls. This role combines hands-on coaching with program oversight, ensuring participants build skills, confidence, and teamwork in a supportive environment aligned with the organization's mission

STATUS: Non-exempt

QUALIFICATIONS:

- Must pass a criminal background check
- Ability to work independently and as part of a team
- Must maintain confidentiality of member information
- Strong organizational, communication, and leadership skills
- Experience working with youth, particularly girls, in a structured setting Ability to create a positive, inclusive, and empowering environment
- Knowledge of gymnastics safety standards and skill progression
- CPR/First Aid certification (or willingness to obtain)

PHYSICAL REQUIREMENTS:

- Ability to stand, move, and actively engage for long periods of time
- Must be able to lift/move heavy equipment
- Must be able to safely spot gymnasts

RESPONSIBILITIES-

PROGRAM COORDINATION AND ADMINISTRATION

- Plan, organize, and oversee all aspects of the gymnastics program, including class schedules, lesson development, and special events (Spectacular, meets, etc.)
- Maintain accurate participant records, attendance, and progress tracking
 - Must maintain regular communication with the Front Office Manager to ensure all aspects of the organization are on the same page
- Oversee of gymnastics classes
 - Preschool, Beginning, Intermediate, Advanced, Team, etc.
 - Make sure staff are providing a safe and productive class

- Assist with program registration, communication with families, and responding to inquiries when needed
- Ensure equipment is properly maintained, safe, and inventoried

COACHING AND INSTRUCTION

- Lead and supervise gymnastics classes for girls of varying ages and skill levels
- Develop age-appropriate lesson plans that promote skill progression, physical fitness, and confidence
- Provide individualized instruction and constructive feedback to participants
- Foster a positive, encouraging, and inclusive team environment

SAFETY AND COMPLIANCE

- Enforce all safety protocols and best practices to minimize risk of injury.
- Ensure compliance with organizational policies and procedures
- Maintain certifications (e.g., CPR/First Aid, NGA) as required

STAFF SUPPORT

- Oversee and assist gymnastics staff
 - Create a gymnastics staff training and implement
 - Best practices (not having girls just waiting in lines or sitting, etc.), how to teach new skills, equipment training, lesson plans if needed, safety policies, etc.
 - Stay up to date with employee safety certifications
 - Maintain regular communication with all gymnastics staff

OTHER

- Serve as a role model and mentor for youth participants and other staff
- Work with the Director of Operations to develop session gymnastics schedules
- Maintain regular communication with the Director of Operations
- Submit reports as requested to the President/CEO and/or Director of Operations
- Any other duties as assigned by the President/CEO and/or Director of Operations