

GYMNASTICS INSTRUCTOR/COACH (PART-TIME)

0016

LEISURE SERVICES

REPORTS TO: Program Specialist
FLSA STATUS: Non-exempt
CLASSIFICATION: Part-time

Purpose of Job

The purpose of this job is to assist in planning, developing and evaluating gymnastics programs in Leisure Services for the Athens-Clarke County community. Oversees daily gymnastic program activities, prepares materials and assures gymnastics programs are maintained.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Assists with the planning, developing and evaluating of gymnastic programs for various age groups in the community and recommends programming to meet community needs.

Instructs gymnastic classes and/or conducts programs where necessary.

Maintains inventory of supplies and equipment and requisitions supplies for activities and events.

Assists with the enforcement of facility rules and regulations.

Prepares and distributes handouts for gymnastics programs.

Recommends and assists with the development of policies for gymnastic programs.

Assists with the preschool gymnastics program and organizing "fun and fit" gymnastics curriculum.

Evaluates students for placement in gymnastics programs.

Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and procedures of assigned division in the Leisure Services Department. Knowledge of gymnastic and recreational practices, policies, and procedures as necessary in the completion of daily responsibilities. Knowledge of all applicable laws, ordinances, policies, standards and regulations pertaining to the duties and responsibilities of the job. Ability to effectively communicate and interact with subordinates, management, employees, members of the general public and all other groups involved in the activities of the Athens-Clarke County Government as they relate to the Leisure Services Department. Ability to assemble information and make written reports and documents in a concise, clear and effective manner. Ability to stay informed of any changes in policy, methods, operations, budgetary and equipment needs, etc. as they pertain to

departmental operations and activities. Ability to effectively handle human relations and technical subjects. Ability to handle the required mathematical calculations. Ability to communicate effectively both orally and in writing.

Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma or equivalent with six months gymnastic instruction/coaching experience preferred; or any equivalent combination of education, training and experience which provides the requisite knowledge, skills, and abilities for this job. Gymnastics instruction/coaching at the USAG level is preferred. Must possess a valid driver's license.

(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

PHYSICAL REQUIREMENTS: Must be able to use body members to work, move, or carry objects or materials. This position requires: walking, standing, bending, stooping, pushing, pulling, lifting, fingering, grasping, feeling, seeing, talking, hearing, and repetitive motions. Must be able to exert up to fifty pounds of force occasionally, and/or up to twenty pounds of force frequently. Physical demand requirements are at levels of those for light to medium work.

DATA CONCEPTION: Requires the ability to compare and/or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability to hear, speak and/or signal people to convey or exchange information. Includes giving/receiving assignments and/or directions to co-workers and assistants or from supervisors.

LANGUAGE ABILITY: Requires the ability to read a variety of time sheets, receipts, attendance reports, consent forms, and informational documentation, directions, instructions, and methods and procedures. Requires the ability to prepare attendance reports, consent forms, progress reports and schedules using prescribed formats and conforming to all rules of punctuation, grammar, diction, and style. Requires the ability to speak to people with poise, voice control, and confidence.

INTELLIGENCE: Requires the ability to learn and understand basic principles and techniques, to acquire and be able to expound on knowledge of topics related to primary occupation, and to make independent judgment in the absence of management.

VERBAL APTITUDE: Requires the ability to record and deliver information, to explain procedures, and to follow oral and written instructions. Must be able to communicate effectively and efficiently in a variety of administrative, technical, or professional languages.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas, to add and subtract totals, to multiply and divide.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with athletic equipment, small tools and field cushman.

MOTOR COORDINATION: Requires the ability to coordinate hands, fingers, and eyes accurately in using athletic equipment, small tools and field cushman. Requires the ability to lift, push, bend and pull objects or materials using body parts as the position necessitates.

MANUAL DEXTERITY: Requires the ability to handle a variety of items such as athletic equipment, small tools and field cushman. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: Requires the ability to differentiate between colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under moderate stress when confronted with an emergency.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (Talking - expressing or exchanging ideas by means of spoken words). (Hearing - perceiving nature of sounds by ear).