

## **Recreational Program Director- Part Time**

Monday-Thursday 3:30-8:00pm, plus office work

Scheduled hours will be spent primarily at our Chadron location, office hours at your convenience.

There will be occasional travel to satellite facilities for training, management purposes, and as needed for staffing coverage.

Wages DOE, opportunities for incentive bonuses with growth of the recreational program.

### **Job Description/Responsibilities**

Works with Office manager to set all schedules for the school year and summer sessions

Recruits, trains, and provides feedback and evaluations for recreational coaches

- Ensures proper coverage and scheduling to run effective classes

- Stays within annual budget

Writes curriculum for the following recreational programs:

- Preschool

- Beginning Girls, Intermediate Girls, Advanced Girls

- Beginning Boys, Advanced Boys

Recruits, builds and grows the recreational program

- Opens additional programs or classes as needed

- Communicates equipment and job supplies needs to Owner/Head Coach

- Coordinates, follows up with, and is involved in gym equipment fundraisers

- Creates 'themes' regularly for preschool, and for holidays and seasons for all classes

- Oversees, staffs and coordinates satellite facility programs

Maintains building grounds, ensures cleanliness, and fills supplies as needed

Maintains a safe environment for all athletes, coaches, and customers

- Designated safety champion

Communicates regularly with recreational athletes' parents/guardians

- Provides feedback, and encouragement to athletes, and parents/guardians

- Provides feedback to Owner/Head Coach to make each program better

**Includes Recreational Gymnastics Coach responsibilities:**

## **Recreational Gymnastics Coach**

Lead and supervise classes with boys and girls of different age groups and talents

Teach skills and abilities at each apparatus

Ensure proper warm up, stretch, and cool down for each class

Ensure controlled class management, concentrate on all gymnasts, don't tolerate disrespectful behavior, practice positive reinforcement and sandwich coaching

Set up a safe gym environment

- Adhere to safe practices for all equipment

- Ensure correct technique is used while spotting

- Review gym and facility safety with new gymnasts

- Adapt equipment for age, ability, and size of gymnast

- Be familiar with emergency and evacuation procedures

Plan and come prepared

Carry a positive attitude

Come prepared to teach written lesson plans

Arrive 10 minutes before class or meeting start times

Wear appropriate clothing that is movable and modest

Never sit while coaching

Communicate with the Recreation Director on a weekly basis regarding teaching schedule and gymnast performance. Determine who will sub your class if absent.

Ensure the gym, including bathrooms, lobby and office space are clean.

Train new instructors through shadowing

Must have a love of kids and a lot of patience

The ability to lift and carry up to 50 lbs, physical activity involved in spotting and moving equipment; pulling, lifting, crouching, balancing, and climbing

The ability to personally communicate with parents and staff

Standard First Aid certification, administer first aid if necessary