

**TOWN OF GLASTONBURY
JOB DESCRIPTION**

TITLE: Gymnastics Assistant Director
DEPARTMENT: Parks and Recreation
REPORTS TO: Gymnastics Director

GENERAL DESCRIPTION:

Under general supervision of the Gymnastics Director, the incumbent assists with the planning, implementation, and evaluation of a comprehensive program of gymnastics which includes lessons at all levels and competitive teams.

ESSENTIAL DUTIES:

1. In the absence of the Gymnastics Director, the Assistant Director must be able to act on his/her behalf assuming all the responsibilities of the Directors position.
2. Teach and coach all level of gymnastics from beginner to advanced, including competitive teams.
3. Prepare lesson plans with specific objectives for all classes taught and teams coached.
4. Responsible for the safety and care of all program participants and the proper supervision and use of all equipment.
5. Responsible for staying up to date on changes in the USA Gymnastics Rules and Regulations, as well as recommended skill progressions.
6. Communicate effectively with all staff, parents and guardians.
7. Completes all program, accident and attendance reports.
8. Adheres to and enforces all established Town and Department policies and procedures.

OTHER DUTIES:

1. In the absence of the Gymnastics Director, the Assistant Director assumes the responsibility of the supervision of the gymnastics staff.
2. Performs other duties as required

CONFIDENTIALITY:

- Maintains confidentiality of records and information as appropriate.

CONDUCT:

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times.

DEPENDABILITY:

- Regularly attends and is punctual for work.

QUALIFICATIONS PROFILE:

- Considerable knowledge of activities that fall within the gymnastics area
- Ability to lead an activity
- Demonstrated ability to supervise the work of others.
- Ability to read and write in English.
- Ability to follow oral and written instructions and to learn Town procedures. Ability to communicate orally and in writing in a clear, concise, and persuasive manner. Ability to read and interpret plans and procedures.
- Ability to work effectively with the public and associates.

PHYSICAL/MENTAL REQUIREMENTS:

- Ability to lift objects weighing up to 25 lbs. Must be mobile and able to sit and/or stand for prolonged periods of time. Able to perform skills which require hand-eye coordination such as using a computer
- Ability to see objects far away as in observing from across the gymnasium; see objects closely as in reading a report; and discriminate colors. Ability to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Ability to communicate through human speech
- Ability to concentrate on fine detail with some interruption. Needs to attend to task/function for 25-45 minutes at a time. Ability to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember task/assignment given at beginning of a period of time extending several days and over long periods of time
- Ability to work professionally with co-workers, supervisors, customers and the public at large. Exposure to high and low temperatures and conditions in outside weather; exposure to radiation (UV sunlight)

MINIMUM TRAINING AND EXPERIENCE:

- Graduation from college or university with a bachelor's degree in Physical Education or related field.
- Previous experience working with youth in a competitive and non-competitive gymnastics program.

LICENSE OR CERTIFICATION:

- Must possess or be able to successfully attain, within 3 months after the date of hire:
 - Valid First Aid and CPR certification
 - EpiPen Education

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.