

CURRENT EMPLOYMENT OPPORTUNITIES:

Job Title: **GYMNASTICS COORDINATOR**

Job Code: **1908** Pay Grade: **17**

Full-Time: Part-Time: Temporary: Seasonal: Other: _____

Department: **CPRCAD**

Salary: **\$34,729.49 / Annual** Hourly Rate: **\$16.70 Per Hour**

Days/Times: **Day / Night / Weekend**

Closing Date: **Until Filled**

Application Information:

Interested and QUALIFIED persons should complete a City of Carrollton Employment Application at Carrollton City Hall, 315 Bradley Street, 1st Floor, Carrollton, GA 30117 - (770) 830-2000.

Department Contact Name: Ali Trent

Contact Number & Email: (770) 834-1127 / atrent@carrollton-ga.gov

**** Please note that successful candidates for employment must pass a background check and drug screening prior to employment. ****

SPECIAL ADDITIONAL REQUIREMENTS:

Must have 5 to 7 years of experience coaching gymnastics. Must have the knowledge and ability to develop and implement lesson plans and conditioning schedules specific to each competitive level and individual gymnast's needs & desires. USAG Meet Director and U100 CPRT & First Aid certification preferred. Willingness to travel and coach all teams in the competitive arena. Ability to effectively lead team and recreational services and publicity functions. Ability to work within a growing optional program and participate in collaborative activities.

GENERAL STATEMENT OF JOB:

Under limited supervision, this job is responsible for coordinating the gymnastics and/or cheerleading programs and coaching the department competitive teams. Duties include developing, planning, organizing and supervising gymnastics and cheerleading related programs. Duties also include assisting with other department programs as needed. Reports to the East Carrollton Center Manager.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Coordinates the administration of gymnastics programs for children of all ages for the department by working with the Division Director of Programs and Special Populations and the community in developing needed gymnastics programs and activities.

Teaches youth proper gymnastics skills and procedures.

Coaches and supervises the activities of the competitive teams for the department.

Responsible for providing instruction and supervising gymnastics instructors to ensure that proper techniques and guidelines are used and followed.

Recruits and interviews team coaches to ensure that interviewees have adequate knowledge, skills and abilities in gymnastics.

Responsible for developing, organizing and planning class schedules and ensures that participants are properly registered.

Ensures that coaches, students and participants adhere to proper rules, regulations, techniques, and methods.

Responsible for maintaining adequate records and reports for programs and activities.

Attends applicable clinics and seminars in order to maintain adequate knowledge, skills, and abilities of cheerleading and/or gymnastics.

Ensures that department policies and procedures are followed.

Responsible for organizing special gymnastic and/or cheerleading events and clinics by planning, directing and coordinating all operations and activities of such.

Prepares and adheres to department budget regarding gymnastics programs and activities.

Ensures that preventative maintenance is made on gymnastics equipment and daily safety checks are made on all apparatus.

Ensures safety of all participants in gymnastics program. Supervises Parent Advisory Board for the gymnastics team.

Supervises the Recreation cheerleading programs, including: division of teams, uniform sizing, scheduling practices and competitions, developing all-star cheerleading program, obtaining sponsors, and recruiting and training volunteer coaches.

Supervises and schedules part-time workers for cheerleading and gymnastics. Conducts staff development and training on proper procedures for coaching.

ADDITIONAL JOB FUNCTIONS

Publicizes gymnastics and/or cheerleading programs in the community and at competitions.

Addresses parental concerns about the gymnastics and/or cheerleading programs.

Responsible for inventory of division equipment.

Performs other related duties as required.

MINIMUM TRAINING AND QUALIFICATIONS

Bachelor's Degree in recreation, physical education (or related field); with 1-2 years of experience in recreation, gymnastics or a related area; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this position. Must be certified as a Meet Director and possess a U.S.A. Gymnastics Safety Certificate. Must possess a valid driver's license.

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

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office, athletic and gymnastic related machines, tools, equipment, etc., such as a calculator, copier, laminator, athletic equipment for gymnastics, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to one hundred pounds of force occasionally, and/or up to fifty pounds of force frequently. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of thirty to one hundred and fifty pounds repetitively for up to three hours at a time, several days per week.

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

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange technical, administrative and policy related information. Includes giving assignments and/or directions to co-workers and volunteers.

LANGUAGE ABILITY: Requires ability to read a variety of informational documentation, directions, instructions, and methods and procedures. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the position of Gymnastics Coordinator.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors, the general public, program participants, and parents; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office, athletic and gymnastics equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using office, athletic and gymnastics equipment and in spotting and lifting children.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, children and young adults, office and gymnastics equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have above average levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, volunteers, parents, etc.) beyond giving and receiving instructions such as in interpreting departmental policies and procedures and coaching. 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).

PERFORMANCE INDICATORS

Knowledge of Job: Has considerable knowledge of the policies, procedures, and activities of the City and recreation administration practices as they pertain to the performance of duties relating to the position of Gymnastics Coordinator. Has considerable knowledge of various gymnastics programs, rules and regulations, and gymnastics guidelines as necessary in the completion of daily responsibilities. Knows how to keep abreast of any changes in policy, methods, gymnastic program trends, rules, regulations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Is able to use independent judgement as situations warrant. Has the ability to comprehend, interpret, and apply regulations, procedures, and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations using percentages and decimals. Is knowledgeable in the operation of a computer. Is skilled in operating required equipment and machines. Has considerable knowledge of athletic injuries and rehabilitation. Has considerable knowledge of nutritional requirements of athletes.

Quality of Work: Maintains high standards of accuracy in exercising duties and responsibilities. Exercises immediate remedial action to correct any quality deficiencies that occur in areas of responsibility. Maintains high quality communication and interacts with all departments and divisions, co-workers and the general public.

Quantity of Work: Performs described "Essential Functions" and related assignments efficiently and effectively in order to produce quantity of work which consistently meets standards and expectations of the organization.

Dependability: Assumes responsibility for doing assigned work and for meeting deadlines. Completes assigned work on or before deadlines in accordance with directives, policy, standards and prescribed procedures. Remains accountable to assigned responsibilities in the technical, human and conceptual areas.

Attendance: Attends and remains at work regularly and adheres to policies and procedures regarding absences and tardiness. Provides adequate notice to supervisors with respect to vacation time and time-off requests.

Initiative and Enthusiasm: Maintains an enthusiastic, self-reliant and self-starting approach to meet job responsibilities and accountabilities. Strives to anticipate work to be done and initiates proper and acceptable direction for the completion of work with a minimum of supervision and instruction.

Judgment: Exercises analytical judgment in areas of responsibility. Identifies problems or situations as they occur and specifies decision objectives. Identifies or assists in identifying alternative solutions to problems or situations. Implements decisions in accordance with prescribed and effective policies and procedures and with a minimum of errors. Seeks expert or experienced advice where appropriate and researches problems, situations and alternatives before exercising judgment.

Cooperation: Accepts supervisory instruction and direction and strives to meet the goals and objectives of same. Questions such instruction and direction when clarification of results or consequences are justified, i.e., poor communications, variance with City and/or department policies or procedures, etc. Offers suggestions and recommendations to encourage and improve cooperation between staff persons and departments within the City.

Relationships with Others: Shares knowledge with managers, supervisors and staff for mutual and departmental benefit. Contributes to maintaining high morale among all department employees. Develops and maintains cooperative and courteous relationships with department staff, employees and managers in other departments, representatives from organizations, and the public so as to maintain good will toward the department and to project a good department image. Tactfully and effectively handles requests, suggestions and complaints from other departments and persons in order to maintain good will within the department. Emphasizes the importance of maintaining a positive image within the department. Interacts effectively with Superintendent of Programs and Projects, department heads, staff, elected officials, program participants, parents of participants and the general public.

Coordination of Work: Plans and organizes daily work routine. Establishes priorities for the completion of work in accordance with sound time-management methodology. Avoids duplication of effort. Estimates expected time of completion of work assignments and establishes a personal schedule accordingly. Attends required meetings, planning sessions and discussions on time. Implements work activity in accordance with priorities and estimated schedules.

Safety and Housekeeping: Adheres to all safety and housekeeping standards established by the department and various regulatory agencies. Sees that the standards are not violated. Maintains a clean and orderly workplace.