

Greater Wichita YMCA Job Description

POSITION TITLE: Gymnastics Instructor I
REPORTS TO: Gymnastics Coordinator/Director
FLSA CLASSIFICATION: Non-Exempt
DATE APPROVED: June 2025

GENERAL FUNCTION: Under the supervision of the Gymnastics Coordinator/Director, the Gymnastics Instructor I will assist in providing gymnastics instruction to all individuals enrolled in the appropriate classes and ensuring the general safety of all participants.

MINIMUM ENTRY REQUIREMENTS

Education/Experience Requirements:

1. Minimum age of 18
2. Minimum two years' experience teaching the sport

Physical/Mental Requirements:

1. Must be able to routinely perform the following physical activities as dictated by sport; run, climb stairs, bend, stoop, kneel, twist, reach with hands, sit, stand, walk and perform moderate physical activity for extended periods of time, lift and/or move up to 50 pounds, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity
2. Must be able to lead and coach teams and individuals and have the ability to communicate effectively; both orally and in writing
3. Must possess mental alertness, problem solving and task management skills; ability to make independent and sound decisions in a rapidly changing environment
4. Must demonstrate a high level of maturity, patience, dependability, sound judgment and the desire to work with all ages
5. Must exhibit initiative in the absence of supervision
6. Must be able to relate to and work with diverse groups of people in a friendly and consistent manner
7. Must work collaboratively as a team member as well as independently and lead by assigned goals, duties and deadlines
8. Must present a neat and professional appearance at all times

Job Requirements:

1. Commitment to the YMCA mission, vision and values
2. Must attend New Employee Orientation within 30 days of hire
3. Complete First Aid in accordance with Conditions of Employment
4. Learn and demonstrate all applicable emergency procedures and action plans for the branch and/or program
5. Understand and abide-by all policies and procedures as set forth by the association
6. Work a schedule that reflects the needs of the branch and team; including evenings and weekends

JOB RESPONSIBILITIES

1. Responsible for preparation of lesson plans; and instructing and evaluating class participants in accordance with YMCA guidelines.
2. Beginning and ending class on time; remaining after class to answer participant or parent questions as needed.
3. Conveying information on gymnastics programs and schedules and as appropriate and referring students and parents to other programs.

**Greater Wichita YMCA
Job Description**

4. Building effective, authentic relationships with students, parents, volunteers and staff; encouraging parent involvement and identifying potential volunteers (for competitive teams).
5. Gathering feedback from members and share with supervisor to improve service.
6. Organizing and put away needed class equipment; report any facility or equipment irregularities, unsafe conditions or feedback to supervisor verbally and in writing.
7. Responsible for the safety and well-being of participants and following and enforcing all YMCA policies, rules, regulations and procedures, including emergency and safety procedures.
8. Being knowledgeable and prepared to implement emergency procedures.
9. Reporting all incidents/accidents on the appropriate form as required and provide to supervisor within 24 hours of event.
10. Submitting completed records on time (i.e. attendance, progress reports).
11. Attending all required training sessions and scheduled meetings.
12. Maintaining prompt hours and follow established procedures for absences.
13. Child Abuse Prevention - Responsible for adhering to boundary policies, attends required training, follows procedures for high-risk activities and supervision, reports suspicious behaviors and policy violations, and complies with mandated reporting.
14. Supporting Annual Campaign fundraising.
15. All other duties as assigned.

EFFECT ON END RESULT: Ensuring a safe, positive learning environment for developing progressive gymnastics skills.

I have read the above job description and fully understand the responsibilities I am expected to perform and I feel I can carry out those duties as described above.

Staff Printed Name _____ Signature _____ Date _____

Supervisor Printed Name _____ Signature _____ Date _____