

City of  
**EDMONDS**  
Washington

**RECREATION LEADER - Gymnastics**

<b>Department:</b>	Parks, Recreation & Cultural Services	<b>Pay Grade:</b>	NE-2
<b>Bargaining Unit:</b>	SEIU	<b>FLSA Status:</b>	Non Exempt
<b>Revised Date:</b>	October 2012	<b>Reports To:</b>	Recreation Manager

**POSITION PURPOSE:** Under general supervision, coaches and instructs gymnastics, youth fitness and creative movement to children ages 2 years old up to mid-teen. Researches, develops and presents various curriculum; instructs and/or coaches assigned classes; implements appropriate instruction based on class/age levels; ensures a safe environment for instructors and participants; promotes City Parks and Recreation Programs.

**ESSENTIAL FUNCTIONS AND RESPONSIBILITIES:**

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Teaches, instructs, and coaches age appropriate curriculum/instruction in gymnastics, youth fitness and creative movement.
- Interacts on a daily basis with participants, and communicates with parents as needed/necessary.
- Coaches Rhythmic Gymnastics Team, including communicating with parents, attending meets and providing equipment for the team. Must be able to arrange transportation to meet and events.
- Choreographs age appropriate routines and prepares and organizes supplies, lessons and outside services.
- Ensures a safe environment by checking equipment daily and using equipment properly as specified.
- Uses proper skill progressions, spotting techniques and matting as dictated by USA Gymnastics guidelines and City Parks and Recreation standards.
- Prepares roll sheets, progress reports, and certificates of accomplishment/completion; assists in gymnastics shows and other special youth fitness.
- Performs set-up and clean-up of classrooms and facilities.

**Required Knowledge of:**

- Gymnastics and youth fitness programs including USA Gymnastics Safety guidelines.
- Dance and choreography skills.
- Rhythmic skills and background or a desire to get instruction in this area.
- Record-keeping techniques.
- City Parks and Recreation standards, rules, procedures and processes.
- Effective oral and written communication principles and practices to include public relations and customer service.
- Interpersonal skills using tact, patience and courtesy.
- English usage, spelling, grammar and punctuation.

**JOB DESCRIPTION**  
**Recreation Leader – Gymnastics**

**Required Skill in:**

- Developing assigned curriculum and applying safe and appropriate instruction.
- Communicating technical information to a wide variety of persons.
- Relating well with other, students, parents, and staff.
- Analyzing problems and providing clear solutions.
- Meeting schedules and time lines.
- Preparing and maintaining basic records and reports.
- Establishing and maintaining effective working relationships with staff, management, outside agencies, community groups and the general public.
- Communicating effectively verbally and in writing.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

AA Degree in Physical Education or Exercise Physiology and two years of experience in gymnastics, youth fitness or creative movement classes OR an equivalent combination of education, training and experience

**Required Licenses or Certifications:**

Current First Aid/CPR Certification.

Ability to obtain USAG Safety Certification within six months of hire.

Must be able to successfully complete and pass a background check.

**WORKING CONDITIONS:**

**Environment:**

- Office environment.
- Constant interruptions.

**Physical Abilities:**

- Hearing, speaking or otherwise communicating to exchange information in person or on the phone.
- Reading and understanding a variety of materials
- Operating a computer keyboard or other office equipment.
- Sitting, standing or otherwise remaining in a stationary position for extended periods of time.
- Bending at the waist, kneeling, crouching, reaching above shoulders and horizontally or otherwise positioning oneself to accomplish tasks.
- Lifting/carrying or otherwise moving or transporting up to 40 lbs.

**Hazards:**

- Contact with potentially dissatisfied or abusive individuals.
- Contact with sick children.

**Incumbent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Department Head:** \_\_\_\_\_

**Date:** \_\_\_\_\_