

## **Parent/Tot & Gymnastics Staff Job Description**

### Functions:

Under the direction of the Gymnastics Coordinator and Gymnastics Director, the staff is responsible for planning, organizing and leading in the gymnastics programs.

### Immediate Supervisor:

Responsible to the Gymnastics Coordinator and the Gymnastics Director.

### Qualifications:

- Must be at least 20 years of age.
- Must have previous experience working with preschool age through middle school age children.
- Be able to work with tots and parents in a parent/tot class.
- Be a self starter and perform job.
- Possess the ability to communicate verbally and in writing.
- Posses the ability to follow written and oral directions.
- Must be able to handle any questions that arise with the public by answering them or by giving them the proper directions for the answer.
- Must be honest, in good health, accurate, have a neat appearance, and a courteous manner.
- Must be in good physical condition.
- Must arrive on time or call if running late.
- Willing to learn new drills and spotting techniques.
- Must have CPR/First Aide training. (we have in-house training)

### Duties and Responsibilities:

#### Essential Functions:

- Open up or close the gym for the days classes.
- Take attendance daily.
- Be able to sub when needed.
- Be able to help at home gymnastics/tumbling meets.
- Be able to travel to away meets if needed.
- Be able to attend in-house training. ie: CPR, Spotting clinics, etc.
- Be able to coach/learn to coach all events and all levels.

# Rec Classes

## Parent/Tot Classes

Yogi & Boo Boo Bear	12-27mons
Parent & Bearnastics	28-35mons

## Preschool Classes

Beanie Bears	3-3 ½ yrs
Teddy Bears	3 ½ - almost 4yrs
Koala Bears	4 yrs
Kodiak Bears	5 yrs (kindergarten)

## Boys Pre K Classes

Grizzly Bears 1	3-4 yrs
Grizzly Bears 2	Kindergarten (consent required)

## Youth Classes

Beginners 1	1 <sup>st</sup> grade & up
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## Consent Youth Classes

Panda/Polar Bears	4-6 yrs
Beginners 2	1 <sup>st</sup> grade & up
Beginners 3	1 <sup>st</sup> grade & up
Intermediates	1 <sup>st</sup> grade & up

# Teams

## Tumbling Teams

Newcomers starting at 4yrs  
Beginners-Novice 1<sup>st</sup> grade & up

## Training Team ~ consent required

Preparing for the competing gymnastics team

## Prep Optionals ~ consent required

(Freshman & Sophomore)

## Optionals ~ consent required

(JV & Varsity)