

Jefferson County Parks & Recreation Commission

JOB TITLE: **Part-Time Gymnastics Instructor**

3-15 hours per week
\$8.75-10.00 per hour

Location: Jefferson County Community Center at Sam Michaels Park

POSITION REQUIREMENTS: High School diploma or GED equivalent with experience working with children in a gymnastics setting preferred. Good communication skills, organizational and lesson planning are required. This is a part-time position and may receive up to 20 hours per week teaching **multiple levels of gymnastics**. Instructor will be required to work with children ranging in age from 12 months and up. Experience teaching gymnastics and experience as a gymnast are requirements for this position. Professionalism, reliability and initiative are all qualities that go along with this position. Instructor will be teaching gymnastics in the gymnasium at the Jefferson County Community Center. USGA Risk Management Certification or equivalent required within 6 months of hire.

I. POSITION DUTIES

- Responsible for instructing kids of different age and skill levels.
- Responsible for helping children learn basic techniques, safety and skills for gymnastics.
- Providing lesson plans.
- Provide a safe and fun environment for the kids.
- Responsible for maintaining attendance records and other forms.
- Responsible for setup and cleanup for their classes and making sure gymnasium stays clean while they are teaching.
- Responsible for communicating important information to parents before or after class.
- Hourly rate is commensurate with experience.

II. SUPERVISORY CONTROLS

Supervision will come from the Assistant Director or Recreation Coordinator of JCPRC.

III. COMMUNICATION – VERBAL AND WRITTEN

Relationships with supervisor, co-workers, and others within the organization must contribute to the effective operation of the agency. Performance must demonstrate the ability to adjust to change or work under pressure in a pleasant and courteous manner, handle differences of opinion in a businesslike fashion, follow instructions conscientiously, and function as a team member, helping the group effort.