



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Eau Claire YMCA Sports Center Gymnastics Director

Job Title: **Gymnastics Director**

Pay: Salary \$37,000-\$45,000 *Depends on experience

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit, charitable organization committed to strengthening community through youth development, healthy living and social responsibility. Develops, organizes and implements high quality YMCA program(s). Responsible for managing the operations and programs of the gymnastics department in accordance with the purposes and policies of the YMCA. Responsible for modeling the values of caring, honesty, respect, and responsibility.

OUR CULTURE:

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger beginning with you.

ESSENTIAL FUNCTIONS:

1. Supports a variety of activities related to the general operations of the facility. As a member of the YMCA Sports Center team, you will be expected to contribute when and where assistance is needed.
2. Works hand-in-hand with all YMCA Sports Center facility staff.
3. Ensures programs and services meet community needs to include supervising existing program activities, establishing new program activities, and expanding the program within the community as needed. Assists in the marketing and distribution of program information.
4. Models relationship-building skills in all interactions. Develops and maintains collaborative relationships with community organizations. Maintains regular, clear, and concise communication within area of responsibility.
5. Manages each program, including developing and monitoring the program budget to meet fiscal objectives; compiling program statistics to monitor and evaluate the effectiveness of and participation in program; securing and scheduling the needed facilities; and creating and scheduling the classes, activities or events.
6. Recruits and hires diverse staff and volunteer teams across multiple dimensions of diversity. Onboards and develops them for success.
7. Positively models and reinforces YMCA's core values, mission statement, and relationship-building skills in all interactions. Develop an annual plan in the area of gymnastics including, but not limited to the following: offered programs, age groups, members, budget, and required staff. Organize and teach preschool and progressive gymnastics programs, while ensuring that classes meet the high standards of health and safety. Assure that the



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- gymnastics program meets the YMCA's goals/mission.
8. Recruits, hires, trains, develops, schedules and directs personnel and volunteers as needed. Reviews and evaluates staff performance. Develops strategies to motivate staff and achieve goals. Recruit competitive gymnastics team coaching staff. Ensure that team coaches are adequately trained in required skill area and equipment use. Provide training and assistance when necessary and ensure that equipment is maintained, and gym is clean.
 9. Hold preschool and progressive instructor staff meetings periodically. Coordinate gymnastics activities such as fundraising, exhibitions, and summer camps. Coordinate all competitive gymnastics team meet entry/registration procedures for both home and away competitions. Keep current in field by reading published information & attending continuing education conferences. Serve as YMCA leader on Parent's Board for competitive gymnastics team.
 10. Evaluate program offerings, adding new program activities (while dropping others when appropriate) and expands program within the community in accordance with strategic and operating plans.
 11. Manages budget and perform necessary marketing and management procedures to ensure success of programs. Assists in the marketing and distribution of program information, may organize and schedule program registrations. Promote competitive gymnastics team and participate in community events that increase team and program exposure.
 12. Continually cultivates relationships to support fundraising. Provides leadership support for annual fundraising campaign and volunteer committees/boards as assigned. Supports special events and activities.
 13. Develops and nurtures collaborations with other organizations in order to strengthen programs, increase efficiency, enrich the value of each organization, and share in various infrastructure and administrative expenses.
 14. Perform all other duties as assigned by the Center Director.

PROGRAM OPERATIONS

- Effectively communicating the mission, vision and values of the YMCA.
- Ensuring all programs comply with YMCA standards and methods of operation.
- Integrating member-service and engagement strategies into all programs to ensure positive member recruitment and retention.
- Managing programs from start to end.
- Building and expanding program enrollment and participation.
- Managing registration process for all sport seasons and programs.
- Organizing gymnasts and assigning/training coaches for the formation of team and classes.
- Monitoring and evaluating delivery and effectiveness of programs and volunteers for the highest possible level of quality.
- Scheduling, communicating and observing all programs for effectiveness.
- Recruiting, training and scheduling all teachers and coaches.
- Preparing for and managing all competition days, staff, and volunteers.
- Being visible to staff and members.
- Responding to all member and community inquiries and concerns within 24 hours.
- Communicating program information, changes and needs in a timely manner to supervisor and branch staff.
- Providing written and verbal communication to all team parents and coaches for clear understanding of YMCA policies.

LEADERSHIP COMPETENCIES:



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- Communication & Influence
- Developing Self & Others
- Engaging Community
- Mission Advancement

QUALIFICATIONS:

- Bachelor's degree in related field or equivalent. Must have working knowledge of gymnastics and managerial practices. Must be able to communicate, organize, work effectively and model the YMCA philosophies.
- Minimum of two years related experience preferred. Expect to work approximately 50 hours per week.
- Must be accessible and responsive to the needs and concerns of management, employees, members, and suppliers. Must maintain the integrity of confidential employment and business information.
- Minimum age of 21.
- Within 30 days of hire, completion of Child Abuse Prevention, CPR, First Aid, AED, and Bloodborne Pathogens training.
- Completion of YMCA program-specific certifications.
- Ability to relate effectively to diverse groups of people from all social and economic segments of the community.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Sufficient strength, agility, and mobility to perform essential functions and to supervise program activities in a dynamic training environment and an office environment are required.
- The employee needs sufficient strength, agility and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.
- While performing the duties of this job, the employee is regularly required to use a computer for extended periods of time and be able to communicate using a computer and phone/smart device.
- The employee frequently is required to sit and reach, demonstrate general practices within gymnastics, and must be able to move around the work environment.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, and the ability to adjust.
- The noise level in the work environment is usually moderate.

To apply, please contact and submit application to Amy Peterson-Foss at 3456 Craig Road, Eau Claire, WI, 54701 or afoss@ymca-cv.org. Deadline for application is August 1. Interviews may begin immediately.