



Rockford Area Schools

Gymnastics Coordinator

General Definition of Work

will work to enhance and maintain a fun, progressive and successful gymnastics program while working with and planning for our current coaches. Coordinator will also work on special events, workshops, meets and activities targeting the preschool and recreational school age participants and also coordinating and supervising club teams.

Essential Functions

- Support preschool, club, and recreational gymnastics
- Supervise special events and programs.
- Develop staff training curriculum and strategies to motivate staff and achieve goals.
- Manage the program registration system
- Respond to all gymnastics related member and community inquiries and complaints in a timely manner.
- Create and maintain progressive, theme based lesson plans for preschool, club, and recreational classes.
- Develop an efficient class rotation schedule to ensure students get a well-rounded experience.
- Maintain a clean, safe working environment. Perform periodic equipment safety checks.
- Maintain an inventory list of equipment and supplies.
- Develop and implement additional programming to maximize facility usage.
- Communicate effectively with parents regarding skill progress, scheduling, etc.
- Other duties as assigned
- Set staff schedules
- Supervise gymnastics staff

Education and Experience/Qualifications

Education:

High school diploma or GED and moderate experience with child/student and/or social development, or equivalent combination of education and experience.

Physical Requirements

- Ability to sit, stand, and walk for extended periods.
- Vision and hearing abilities sufficient to perceive and interact with colleagues, visitors, and telephone communications.
- Stamina to handle the demands of a fast-paced environment.
- Ability to work occasional evenings or weekends, if required, to support special events or projects.