



FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Job Title: **Gymnastics Office Coordinator**

FLSA Status: Non-exempt

Status: Part Time

Reports to: Program Director

Department: Gymnastics

Revision Date: 07/17/2024

POSITION SUMMARY:

This position supports the work of the Y, a leading nonprofit committed to strengthening community through youth development, healthy living and social responsibility. Supports the Program Director with administrative office work in order to ensure smooth functioning of the Gymnastics program.

ESSENTIAL FUNCTIONS:

1. Models, teaches, and demonstrates the YMCA Core Values of caring, honesty, respect and responsibility, and faith.
2. Assists in the preparation, organization, and completion of all necessary gymnastics team program entries and data into the applicable gymnastics team computer program on time and in advance of each gymnastics meet.
3. Works to enhance, promote, and grow the YMCA Gymnastics Programs throughout the community.
4. Assists the Program director with clerical duties such as preparing program rosters, logging and filing waivers, keeping the staff contact list updated, overseeing record keeping, responding to program inquiries, etc.
5. Maintain gymnastics office and gym organization and cleanliness
6. Complete annual youth abuse prevention training and other related trainings.
7. Maintains accurate records/monthly reports of all Gymnastics programs.
8. Builds relationships with members and program participants.
9. Actively engages groups of volunteers.
10. Provides excellent member service.
11. Performs any and all other duties that are required or that may be assigned to achieve the mission and goals of the YMCA.

YMCA COMPETENCIES (Team Leader):

Mission Advancement: Models and teaches the Ys values. Ensures a high level of service with a commitment to changing lives. Provides volunteers with orientation, training, development, and recognition. Cultivates relationships to support fund-raising.

Collaboration: Champions inclusion activities, strategies, and initiatives. Builds relationships to create small communities. Empathetically listens and communicates for understanding when negotiating and dealing with conflict. Effectively tailors communications to the appropriate audience. Provides staff with feedback, coaching, guidance and support.

Operational Effectiveness: Provides others with frameworks for making decisions. Conducts prototypes to support the launching of programs and activities. Develops plans and manages best practices through engagement of team. Assists in effectively creating and helps manage the budgets.

Personal Growth: Shares new insights. Facilitates change; models adaptability and an awareness of the impact of change. Utilizes non-threatening methods to address sensitive issues and inappropriate

behavior or performance. Has the functional and technical knowledge and skills required to perform well; uses best practices and demonstrates up-to-date knowledge and skills in technology.

QUALIFICATIONS:

1. High School Diploma or equivalent, 1+ years of prior administrative support experience.
2. Must pass a criminal background check.
3. Strong written and verbal communication skills.
4. Excellent organizational and time management skills.

PHYSICAL DEMANDS

1. Sufficient strength, agility and mobility to perform essential functions of position and to safely supervise gymnasts.