



## Gymnastics Director

### JOB DESCRIPTION

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**DATE LAST REVIEWED:** March 10, 2023

**CLASS CODE:** XXXX (leave as is for client completion)

**FLSA:** Exempt

#### **JOB SUMMARY**

Performs management-level functions for Vail Recreation District's (VRD) gymnastics division in the recreation department, specifically overseeing all gymnastics classes, team activities, and special programs and events. This should include a diverse offering of quality programs and events offered primarily to youth with the goal of enhancing guest experience and offsetting operational costs through revenue generation.

#### **DISTINGUISHING CHARACTERISTICS**

The gymnastics director is the management-level classification that performs a variety of responsibilities in the gymnastics division to deliver quality programs and events. Incumbent coordinates all team activities while also serving as a community liaison to promote long range plans of the gymnastics division. This classification requires specialized knowledge of terminology, procedures, and practices used to coach, teach, and lead a gymnastics program.

This role performs/oversees the delivery of programs and events in the gymnastics division, including strategic planning and developing and maintaining partnerships to meet VRD goals.

This class is distinguished from the executive director level by the latter class's greater authority to manage, administer, and supervise all organizational and operational affairs of VRD.

#### **SUPERVISION RECEIVED AND EXERCISED**

**Reports to** the executive director and works under limited supervision as a manager responsible for the gymnastics division of the recreation department. Incumbent typically works alone on routine or regular work assignments, operates under strategic direction requiring frequent deviations from established processes and procedures, and receives occasional instruction or assistance as new, non-routine, or unusual situations arise.

**Supervises** the following positions: recreation services coordinator – gymnastics, head coach, coaches, gymnastic center leasees, and seasonal staff

#### **EXAMPLES OF DUTIES AND RESPONSIBILITIES**

The following examples are intended to describe the general nature and level of work performed by personnel assigned to this classification. Any one position in this class may not perform all the duties listed below, nor are the duties described intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified.

**Duties may include, but are not limited to, the following:**

- Plan, schedule, and coordinate gymnastics classes, including recreational, competitive, toddler, children, and adults
- Plan, schedule, and coordinate team activities, including practices, league requirements, meets, meet fees and entries, professional credentials, and travel
- Plan, schedule, and coordinate special programs and events, including birthday parties, day camps, school groups, holiday camps
- Ensure all personnel meet standards as defined by State and/or department and lead and develop a cohesive and effective staff team
- Teach and coach recreational and competitive classes
- Create and review lesson plans
- Assist in the creation of policies and procedures for areas of responsibility
- Determine standard operating procedures for classes, teams, and other activities within the gymnastics facility
- Ensure facility standards are met including maintenance, safety, cleanliness, upgrades, security, and bathrooms
- Communicate with families, parents, and participants to provide adequate information about programs
- Provide community leadership by serving on councils, boards, and advisory groups and collaborating with community agencies to promote VRD objectives and accomplish long-range plans
- Collaborate with the marketing department to develop strategies for promoting programs and events and to ensure a strong online presence and up to date program ads, brochures, and fliers
- Prepare, develop, and submit annual department budget and synopsis for all areas of responsibility, including recommending annual fees and/or capital expenditures
- Monitor revenue and expenses throughout the year, highlight areas of fiscal concern, and perform trend analysis of department budget through variance reports
- Provide excellent customer service, by being attentive, professional, helpful, and courteous to guests, participants, staff, and board of directors of VRD, while solving problems, complaints and disputes that arise, and escalating to management when necessary
- Ensure a high level of customer service and safety awareness through training and development of staff
- Responsible for supervisory functions of assigned employees, including hiring, training, performance management/appraisal, professional development, personnel action recommendations and determinations
- Attend and/or present at VRD board meetings, Town of Vail meetings, community stakeholder meetings, and other regularly scheduled meetings
- Perform other assigned duties

To perform these functions, incumbents must typically possess:

**Knowledge of:**

- Coaching and running programs and events specific to gymnastics
- Building gymnastics curriculums from beginner to advanced
- Mechanical and electrical systems in the facility and how to open and close the facility in a safe and secure manner
- Principles of budgeting and maintaining a budget
- Principles of effective supervision and team leadership to engage, motivate and develop staff, with particular emphasis on seasonal staff

**Ability to:**

- Communicate effectively both verbally and in writing

- Effectively speak and present information to audiences in a variety of professional settings, including making formal presentations to senior managers, governing bodies, and staff of the organization
- Establish and maintain highly effective working relationships with colleagues, managers, members of the public, agency representatives, and others encountered in the course of work
- Use tact, discretion, confidentiality, and diplomacy when addressing sensitive situations, personnel matters and/or concerned customers
- Maintain composure and continue to work effectively despite interruptions, equipment failures, unusual demands and/or changing priorities
- Reflect the organization’s mission, vision, and values by working independently and collaboratively in a team-based environment, while demonstrating a strong work ethic, professional behavior, and a positive attitude
- Assess risk as it relates to event planning and compose and update contingency plans with the safety of participants as the top priority
- Use and train on gymnastics equipment including trampoline, vault, floor exercises, balance beam, rings, etc.
- Operate van, truck, and car
- Operate standard computer applications such as Microsoft Word, Excel, Outlook, POS system, 2-way radio as well as basic office equipment such as computer, calculator and printer

## **MINIMUM REQUIREMENTS**

### **Education and Experience:**

Any combination of education, experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Bachelor’s degree in physical education, sports science, gymnastics, and/or related field
- Experience: Six (6) years of experience in gymnastics, recreation, sports, and/or related field; with at least four (4) of those years as a director of a gymnastics program

### **Required Licenses, Certificates or Training:**

- Colorado Driver’s License
- CPR, first aid, and AED certifications or ability to obtain within first six months of hire
- Professional membership in USAG
- USAG coaching and safety certifications
- USAG meet director's certification

### **Other Special Requirements:**

- Schedule may need to adjust to include long days, early mornings, evenings, weekends, holidays, and on-call
- American Coaches’ Effectiveness Program – leadership preferred

## **WORK ENVIRONMENT**

The work environment characteristics described below are representative of those an employee encounters while performing the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- This position’s duties are performed in an office, indoor gymnastics facility, and/or indoor or outdoor recreation facilities; and could be exposed to dust, fumes, and all weather conditions

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential functions of this job. Upon request, reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

- **Movement:** Ability to move to and from various points within and between VRD, Town of Vail and private facilities, as well as within the outdoor environment, surrounding communities, and Front Range
- **Physical:** Ability to perform frequent climbing, stooping, kneeling, crouching, crawling, reaching, walking, using both hands and feet, and standing, occasional sitting; occasional finger dexterity, grasping, feeling; medium work lifting and/or carrying no more than 50 pounds (with or without assistance) at a time
- **Auditory:** Ability to communicate clearly in routine conversations in person, via telephone or 2-way radio; must be able to hear normal sounds with background noise and distinguish voice patterns.
- **Visual:** Ability to perform manipulative skills that require hand-eye coordination such as a calculator or computer and be able to see objects closely as in typing a document or reading a report and at distances up to and over 20 feet, use of both eyes, distinguish basic colors and shades, depth perception
- **Feeling:** Ability to perceive attributes of objects, such as size, shape, temperature, texture, by touching with skin, particularly with fingertips
- **Other:** Ability to produce information in written form

*I certify that I can complete all job duties assigned in this job description (circle one) **WITH** or **WITHOUT** accommodation. I understand there may be some job duties not stated above, but for which I am still responsible to complete.*

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Employee Signature

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Employee Printed Name

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Employee Signed Date

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Supervisor Signature

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Supervisor Printed Name

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Supervisor Signed Date