



The Town of Glastonbury is accepting applications for the following position:

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**GYMNASTICS SPECIALIST (Recreation Class Coordinator) – Part-time**

**Hours: 14 hours per week**

**Schedule: Monday: 2:30p-5:30p; Tuesday: 2:30p-6:30p  
Wednesday 2:30p-5:30p; Friday 2:30p-6:30p**

**Salary: \$15-\$22 per hour**

**Closing: Open until filled**

Under general supervision of the Gymnastics Director, incumbent assists with planning, implementing, staffing and evaluating a comprehensive program of preschool and recreational gymnastics. Prepares lesson plans, and evaluates participants. The successful candidate must stay up to date with the USA Gymnastics Rules & Regulations, as well as recommended skill progressions.

For a detailed job description and employment application visit the Town's website at <https://mss.glastonbury-ct.gov/MSS/employmentopportunities/default.aspx>. For more information, call (860) 652-7679.

AA/EOE

Date Posted: 9/15/2017

**TOWN OF GLASTONBURY  
JOB DESCRIPTION**

**TITLE:** Gymnastics Specialist (Recreation Class Coordinator)  
**DEPARTMENT:** Parks and Recreation  
**REPORTS TO:** Gymnastics Director

**GENERAL DESCRIPTION:**

Under general supervision of the Gymnastics Director, assists with planning, implementing, staffing and evaluating a comprehensive program of preschool and recreational gymnastics.

**ESSENTIAL DUTIES:**

1. Teach and coach all level of gymnastics from preschool through advanced lessons.
2. Prepare lesson plans with specific objectives for all classes taught.
3. Responsible for the safety and care of all program participants and the proper supervision and use of all equipment.
4. Responsible for training, scheduling and supervision of lesson class staff.
5. Responsible for staying up to date on changes in the USA Gymnastics Rules and Regulations, as well as recommended skill progressions.
6. Evaluates participants for level placements as well as progression to higher levels, up to the competitive level.
7. Communicate effectively with all lesson staff, parents and guardians.
8. Completes all program, accident and attendance reports.
9. Adheres to and enforces all established Town and Department policies and procedures.

**OTHER DUTIES:**

1. In the absence of the Gymnastics Director, the Recreation Class Coordinator will act as a liaison between the Gymnastics Director and the Xcel Bronze Novice Parents.
2. Performs other duties as required

**CONFIDENTIALITY:**

- Maintains confidentiality of records and information as appropriate.

**CONDUCT:**

- Observes safe work practices
- Represents the Town in a professional and courteous manner at all times.

**DEPENDABILITY:**

- Regularly attends and is punctual for work.

**QUALIFICATIONS PROFILE:**

- Considerable knowledge of activities that fall within the gymnastics area
- Ability to lead an activity
- Demonstrated ability to supervise the work of others.
- Ability to read and write in English.
- Ability to follow oral and written instructions and to learn Town procedures. Ability to communicate orally and in writing in a clear, concise, and persuasive manner. Ability to read and interpret plans and procedures.
- Ability to work effectively with the public and associates.

**PHYSICAL/MENTAL REQUIREMENTS:**

- Ability to lift objects weighing up to 25 lbs. Must be mobile and able to sit and/or stand for prolonged periods of time. Able to perform skills which require hand-eye coordination such as using a computer
- Ability to see objects far away as in observing from across the gymnasium; see objects closely as in reading a report; and discriminate colors. Ability to hear normal sounds with some background noise and able to distinguish sound as voice patterns. Ability to communicate through human speech
- Ability to concentrate on fine detail with some interruption. Needs to attend to task/function for 25-45 minutes at a time. Ability to understand and relate to specific ideas, generally several at a time, and to understand and relate to theories behind several related concepts. Able to remember task/assignment given at beginning of a period of time extending several days and over long periods of time
- Ability to work professionally with co-workers, supervisors, customers and the public at large. Exposure to high and low temperatures and conditions in outside weather; exposure to radiation (UV sunlight)

**MINIMUM TRAINING AND EXPERIENCE:**

- High school diploma or equivalent
- Previous experience working with youth in a structured gymnastics program

**LICENSE OR CERTIFICATION:**

- Must possess or be able to successfully attain, within 3 months after the date of hire:
  - American Red Cross Standard First Aid and CPR certification
  - Epipen Education

NOTE: The above description is illustrative of tasks and responsibilities. It is not meant to be all inclusive of every task and responsibility. Incumbent must be able to perform essential duties with or without reasonable accommodation.