



**FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY**

METROWEST YMCA JOB DESCRIPTION

JOB TITLE: Gymnastics Instructor
FLSA STATUS: Part-time Hourly
REPORTS TO: Sports Director

BRANCH: Framingham
DEPARTMENT: Sports
REVISION DATE: 4/2026

POSITION SUMMARY:

Under the direction of the Sports Director and in accordance with the mission and goals of the YMCA. The Gymnastics Instructor will be responsible for providing guidance, instruction and leadership to Gymnastics and Sports Department instructional classes. This position will play a key role in developing and executing the curriculum of the Sports Department.

ESSENTIAL FUNCTIONS:

1. Provides instruction and coaching in sports and gymnastics instructional classes. This includes ensuring proper coaching technics through different cueing techniques and supervision of safety, communication with participants and their parents.
2. Lead a positive and fun sports or gymnastics class to introduce sport to kids of all ages and encourage the joy of physical activities.
3. Ability to follow a class curriculum and progress and regress movements and skills based on the participants in class.
4. Could serve as a counselor for vacation programs (February, April, December). This includes ensuring one hundred percent accountability of campers, leading activities, managing camper behavior, following safety procedures and executing the daily schedule.
5. Operates and maintains a safe program area for peers and participants.
6. Executes facility maintenance needs as determined by the Sports Director.
7. Helps in maintaining accurate attendance and skill records for sports and gymnastics classes.
8. Shares, markets and works MetroWest YMCA sports classes, open houses, philanthropic events, and any other special events when available.
9. Participates in other YMCA activities when appropriate.
10. Reads e-mails and communications from the Sports Director about schedule (including hours for other departments), program curriculum, facility issues, and any other aspects of their job.
11. Ensures a positive working and program environment emphasizing all YMCA initiatives.
12. Maintains all certifications and training hours necessary for the position.
13. Responsible for building healthy positive relationships with staff, participants and their parents.

YMCA COMPETENCIES (Leader):

Mission Advancement: Accepts and demonstrates the Y's values. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective, supportive working relationships with them. Supports fund-raising.

Collaboration: Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Builds rapport and relates well to others. Seeks first to understand the other person's point of view and remains calm in challenging situations. Listens for understanding and meaning; speaks and writes effectively. Takes initiative to assist in developing others.

Operational Effectiveness: Makes sound judgments, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create a better member experience.

Establishes goals, clarifies tasks, plans work and actively participates in meetings. Follows budgeting policies and procedures and reports all financial irregularities immediately. Strives to meet or exceed goals and deliver a high-value experience for members.

Personal Growth: Pursues self-development that enhances job performance. Demonstrates an openness to change and seeks opportunities in the change process. Accurately assesses personal feelings, strengths and limitations and how they impact relationships. 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:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Strong background in gymnastics participation
- Must be physically capable to set up program equipment, ability to lift 25 lbs, and have the ability to hear and see activities and problems as they occur.
- Must be able to walk, stand, bend, sit and physically be able to participate in gymnastics activities.
- Work as a team player, display good judgement
- Strong organizational skills
- Experience working with children
- Ability to multi-task
- Preferred experience
 - Teaching/ coaching gymnastics
 - Bi-lingual
 - Individual must be physically capable
 - CPR/ AED and First Aid certification (will offer in house certification)

ABUSE RISK MANAGEMENT:

Employees who directly supervise youth will:

- Adhere to policies related to boundaries with youth.
- Attend required abuse risk management training.
- Adhere to procedures related to managing high-risk activities and supervising youth.
- Report suspicious or inappropriate behaviors and policy violations.
- Follow mandated abuse reporting requirements.

I have read the above job description and have had the opportunity to ask questions to clarify any part of it which is unclear to me. I understand what is expected of me in this position.

SIGNATURE: _____ **DATE:** _____

PRINT NAME: _____