

**City of Mason**  
**Employment Opportunity**  
**For**  
**Gymnastics Instructor**

<b>Hiring Range:</b>	<b>\$19.79 - \$24.07 Hour DOQ</b>	<b>Classification:</b>	<b>Gymnastics Instructor</b>
<b>Reports To:</b>	<b>Program Supervisor</b>	<b>FLSA:</b>	<b>Non-Exempt</b>
<b>Posted:</b>		<b>Department:</b>	<b>Parks &amp; Recreation</b>
<b>Working Hours:</b>	<b>Flexible</b>	<b>Status:</b>	<b>Part-time</b>

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**General Statement of Duties and Distinguishing Features of Class**

To plan and lead a variety of safe, effective, and fun gymnastics, tumbling, and cheer programs at the Mason Community Center and future new gymnastics space.

**Examples of Work (Illustrative Only)**

- Demonstrates courteous, polite, and respectful behavior to all patrons and facility staff members.
- Enforces facility and program rules and regulations in a friendly, firm, and consistent manner.
- Development, implementation, and execution of gymnastics, tumbling, and cheer classes for ages 18 months and up including pre-team, special events, and future team gymnastics.
- Monitors the safe and appropriate use of instructional equipment during class. Maintains accountability and proper storage, and reports maintenance or repair requests in a timely manner.
- Provides support, information, referrals, and qualified instruction to participants seeking information on gymnastics programs.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and the Parks & Recreation Department.
- Displays knowledge of the department's Infectious Material & Exposure Incident Policy and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

**Skills, Knowledge, and Abilities**

- Possess **USA Gymnastics Instructor Membership** to qualify to instruct athletes
- Acquire and maintain **Safety/Risk Management Certification**.
- Possess and maintain current certification in **American Red Cross Standard First Aid and CPR**
- Previous experience in leading a variety of gymnastic classes, highly desirable
- Ability to teach a variety of gymnastic, tumbling, and cheer classes and able to customize a class format to a particular group's needs
- The desire to obtain additional information on industry standards and trends

**Physical Requirements:**

Work in a recreational environment, frequent walking, and standing; ability to lift/carry objects up to 50 pounds, stoop and crouch or stand for extended periods. Perform exercises as required.

**I understand that I am applying for employment at will, and nothing in the job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.**