

# The City of El Cerrito Recreation Department

Invites applications for the position of

# **Gymnastics Coach (Part-Time)**

Compensation: \$14.32 - \$17.64 per hour (temporary and non-benefited)

### THE POSITION

The Gymnastics Coach (Part-Time) plans, organizes and conducts recreational gymnastics classes and camps. Exercises direction over other recreation staff as assigned.

The position receives general supervision from the Community Services Supervisor. The current part-time position exists in the Recreation Department-Youth Division.

## **EXAMPLES OF ESSENTIAL DUTIES**

- Execute the lesson and skill development plans while providing enhancing workouts.
- Coordinate necessary facilities, services and staff to conduct programs and events.
- Schedule and coordinate activities with other recreation staff.
- Monitor day-to-day operations of recreation programs and activities to ensure safe and proper proceedings.
- Distribute supplies and track supply usage and needs.
- Conduct various recreation events.
- Prepare reports and maintain accurate and complete records.
- Interact with program participants and staff, demonstrating customer service skills and abilities; answer questions and provide information.
- Provide lead direction to staff assigned; provide support and assistance to other recreation staff.

#### MINIMUM QUALIFICATIONS

## Knowledge, Skills and Abilities:

- Wide variety of recreation activities for youths and/or adults.
- Background in gymnastics/tumbling and professional training preferred.
- Report writing and record-keeping.
- General supervision and coordination of staff.
- Knowledge/abilities related to related to gymnastics, including ability to spot children.
- Prepare staff schedule and communicate assignments to staff.
- Provide lead direction to staff members.
- Track supplies, supply needs and costs.
- Demonstrate and utilize excellent customer service skills.
- Write reports and maintain accurate and complete records.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities.

Experience: Two years related experience in instructing, teaching, and coaching.

Education: High school graduate and USAG Clearance a plus.

## **WORK SCHEDULE**

Depending on season, 10-25 hours per week. Regular Monday-Friday shifts.

## **APPLICATION PROCESS**

Application materials may be obtained from the Human Resources Division, City of El Cerrito, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org.

Final Filing Date: Open Until Filled

### **EVALUATION & SELECTION PROCESS**

The evaluation and selection process consists of an initial application screening and those persons deemed to be best qualified will be considered by the department for final review and appointment.

Candidates must successfully pass a background check including fingerprinting.

In accordance with the federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office. Medical documentation must be provided upon request.

"The City of El Cerrito is an Equal Opportunity Employer"

Information contained in this announcement is subject to change without notice.







OPEN: August 21, 2013 CLOSES: Open Until Filled