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FOR HEALTHY LIVING
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KANDIYOHI COUNTY AREA FAMILY YMCA – JOB DESCRIPTION

Job Title: Gymnastics Instructor

FLSA Status: Non-Exempt

Job Type: Part-Time

Reports to: Program Director

Revision Date: 8/14/2025

Summary/Objective

Provides direct leadership, quality instruction, and a safe and supportive environment for students in gymnastics classes.

Our Culture

Our mission and core values are brought to life by our culture. In the Y, we strive to live our cause of strengthening communities with purpose and intentionality every day. **We are welcoming:** we are open to all. We are a place where you can belong and become. **We are genuine:** we value you and embrace your individuality. **We are hopeful:** we believe in you and your potential to become a catalyst in the world. **We are nurturing:** we support you in your journey to develop your full potential. **We are determined:** above all else, we are on a relentless quest to make our community stronger, beginning with you.

Essential Functions

- Instructs energizing, fun, and safe gymnastics lessons, having prepared lesson plans accordingly.
- Builds effective, authentic relationships with students and parents; helps them connect with each other and the YMCA. Encourages parent involvement and identifies potential volunteers. Conveys information on gymnastics programs and schedules and as appropriate refers students and parents to other programs.
- Maintains records as required (i.e. attendance, progress reports, etc.).
- Follows all YMCA policies, rules, regulations and procedures, including emergency and safety procedures. Completes incident and accident reports as necessary.
- Models and instills the Y Core Values of Honesty, Caring, Respect, and Responsibility.
- Organizes and puts away needed class equipment. Reports damaged equipment and low supplies.
- Fosters an inclusive environment appreciative of differences in the workplace. Meaningfully participate in and lead efforts to support the Y's commitment to equity and diversity.

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 persons 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.

Supervisory Responsibility

This position will not have any supervisory role.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Sufficient strength, agility, and mobility to perform essential functions and to supervise program activities in a wide variety of indoor and outdoor locations.

- Ability to instruct, observe, and spot participants in proper gymnastics techniques.
- While performing the duties of this job, the employee is often required to: bend, stoop, kneel, twist, reach with hands, sit, stand for an extended period of time, walk, lift equipment, lift a small to average size child, have finger dexterity, grasp, perform repetitive motions, talk, hear and have visual acuity.
- Ability to safely traverse gymnasium.
- Perform all skills required for First Aid, and CPR/AED certifications.

Position Type/Expected Hours Of Work

This is a part time position. Hours will depend on the requirements of the programming.

Required Education And Experience

- At least 16 years of age.
- Certified in CPR, AED, Basic First Aid, or able to obtain within 60 days of the start of employment.
- Must be able to demonstrate gymnastics instructor skills in accordance with YMCA standards.
- Commitment of supporting principles of equal opportunity and affirmative action to achieve a diverse work environment.

Additional Eligibility Qualifications

- Must be able to successfully pass a background check

EEO Statement

The Kandiyohi County Area Family YMCA (the Y) provides equal employment opportunities (EEO) to all employees and applicants for employment without regards to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Y complies with applicable state and local laws governing nondiscrimination in employment in every location in which the company has facilities. This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absences, compensation, and training.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

This job description has been approved by all levels of management:

Employee_____ Date_____