FOR YOUTH DEVELOPMENT®
FOR HEALTHY LIVING
FOR SOCIAL RESPONSIBILITY

Central Connecticut Coast YMCA
Position Announcement

Job Title: Gymnastics Team Coordinator/Head Coach
Incumbent:
FLSA: Non-exempt – Full-time 40 hours

Reports To: Youth and Sports Director
Work Location: Lakewood-Trumbull YMCA
Work Schedule: M-F 12:30-9pm - some weekends and travel

A Career with a Cause:
At the YMCA, strengthening community is our cause. Our mission is to put Judeo-Christian principles into practice through programs that build healthy spirit, mind, and body for all. The Y strengthens the foundations of communities and families through our key areas of focus; youth development, healthy living, and social responsibility and our core values of caring, honesty, respect, and responsibility. We are committed to this cause because a strong community is achieved when we invest in our children, health, neighbors, and values.

General Function:
Under the direction of the Youth & Sports Director, the Gymnastics Team Coordinator/Head Coach will be responsible for communicating and providing administrative support of day-to-day gymnastics team operations to all Lakewood-Trumbull YMCA Gymnastics participants and their families. The Team Coordinator/Head Coach will also assist the Youth and Sports Director with risk management by helping monitoring, assessing, planning and implementing in-services for the gymnastics program. This role will need to demonstrate and develop a commitment to the key areas of focus; youth development, healthy living, and social responsibility, and our core values of caring, honesty, respect, and responsibility. Demonstrating and developing these key areas will result in the realization of positive employee relations and support.

Salary and Benefits:
- Salary Range: $21.00 - $24.00per hour, Non-exempt
- YMCA Retirement Fund Contribution: 12% (Y-11%; employee-1%)
- Health Insurance (3 plans with significant employer contribution for employee's premium)
- Training and development including conferences, workshops, and membership in professional organizations

Essential Duties and Responsibilities:
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
The essential functions of this position include, but are not limited to the following:
- Demonstrate the values of caring, honesty, respect, and responsibility in relationships with all CCCY employees, members, volunteers, vendors, and guests.
- Teach/coach/train assistant gymnastics coaches and recreation instructors in job responsibilities and gymnastics skill development.
- Prepare and plan team practices, organize meet schedules, communicate consistently with CT YMCA gymnastics, and act as the meet director for all home competitions.
- For away meets: create check requests, book hotels, communicate session information, and assign Assistant Coaches to sessions.
- Travel to competitions at the local, state, regional and national levels.
- Actively communicate with Parents Club and attend Parents Club meetings.
- Communicate with parents, gymnasts, and league coaches effectively.
- Review scores/attendance/performance and evaluate current/future gymnasts for their respective level placement.
- Responsible to use teaching methods and follow skills and progressions of the USA Gymnastics Junior Olympic program.
- Stay up to date with USA Gymnastics level rules and requirements and create Optional routines.
- Provide assistance to fellow coaches and give direction when necessary to ensure direct and indirect supervision is maintained.
- Actively teach one section of Pre-Team recreational class in addition to competitive team.
- Execute day-to-day responsibilities to create a safe, secure, and enjoyable environment. Ensure the safety of all gymnasts by complying with the safety guidelines and curriculum set forth by USA Gymnastics.
- Routinely inspect all apparatus and equipment in the gymnastics center to ensure it is working properly.
- Respond quickly and effectively to accidents and incidents. Accurately prepare and submit Accident and Incident Reports in a timely manner.
- Instruct all participants in emergency procedure(s).
- Communicate with Facility Director any special requests for meets, meet times and any other facility issue.
- Maintain accurate attendance records.

- Follow and enforce all YMCA procedures with respect to attendance, absences, conduct, communication and YMCA safety guidelines.
- Be prepared to be a leader of the Y-Branch. Assist with membership, giving tours, and general member service duties.
- Work closely with the Youth and Sports Director and other staff to meet the needs and goals of the CCCY.
- Actively participate in staff, branch and/or association meetings as assigned.
- Perform any other duties as necessary or assigned by the Youth and Sports Director.

Experience, Education, and Qualifications:
- Must be at least 21 years of age
- Associate's Degree - required, Bachelor's Degree in related field – preferred
- 3 or more years of previous experience
- Must have a minimum of 4 years' experience teaching gymnastics as a Head Coach or an Assistant Coach for a competitive gymnastics team.
- Must be able to supervise and spot Level 3-7 competitive team skills. Ability to teach and spot Level 8-10 skills preferred.
- Must have proficient skills and successful experience in meeting targets related to program management and development.
- Must have experience recruiting, training, supervising and developing staff and volunteers.
- Ability to work well with children, tweens, teens, youth, and adults to ensure high quality program results.
- Experience developing and managing a budget.
- Must have successful experience in developing and implementing Gymnastics programs.
- Possess the ability to work well with others to ensure high quality results.
- Computer skills – Microsoft Word, Publisher, Excel. Knowledge of Pro Score helpful.
- Must be detail-oriented, and organized.
- Willingness to seek advanced training and added responsibilities.
- Able to apply common sense and understanding to carry out position responsibilities.
- Excellent communication (both verbal and written) and interpersonal skills are critical to the success of this position.
- Demonstrated ability to multi-task and handle multiple demands simultaneously with minimal direction.
- Possess and demonstrate excellent customer service, decision-making, problem solving, team focus, critical thinking, and personal leadership skills.
- Possess a general knowledge and understanding of the YMCA, its goals, and its mission.
- Able to work a flexible work schedule if needed with advanced notice.

Trainings & Certifications:
- Must complete online Blood borne Pathogens and Employee Safety trainings prior to initial assignment to position.
- Must complete other New Employee training within the first 90-days of employment.
- Must complete Listen First and Child Abuse Prevention trainings within the first 90-days of employment.
- Must complete CPR/AED and First-Aid certification within the first 90-days of employment.
- Must obtain a Professional Membership with USA Gymnastics within first month of employment.
- Must complete the USA Gymnastics Criminal Background Check within first month of employment
- Must complete the USA Gymnastics course U101: Safety and Risk Management within the first 90-days of employment.

Core Competencies:
- **Communication and Influence:** Listens and expresses self effectively and in a way that engages, inspires, and builds commitment to the Y's cause.
- **Inclusion:** Values all people for their unique talents, and takes an active role in promoting practices that support diversity, inclusion, and global work, as well as cultural competence.
- **Critical Thinking & Decision Making:** Makes informed decisions based on logic, data, and sound judgement.
- **Program/Project Management**: Ensures program or project goals are met and intended impact occurs.
- **Innovation:** Creates and implements new and relevant approaches and activities that improve and expand the Y's work and impact in the community
- **Collaboration:** Creates sustainable relationships within the Y and with other organizations in service to the community
- **Engaging Community:** Builds bridges with others in the community to ensure the Y's work is community-focused and welcoming of all, providing community benefit
- **Functional Expertise:** Executes superior technical skills for the role.
- **Developing Self & Others:** Develops self and supports others (e.g., staff, volunteers, members, program participants), both formally and informally, to achieve their highest potential
- **Emotional Maturity:** Demonstrates ability to understand and manage emotions effectively in all situations.

Effect on End Results:
This position strongly impacts the effectiveness with which the Central Connecticut Coast YMCA accomplishes its mission. The role requires that the Gymnastics Team Coordinator/Head Coach be committed to delivering high quality results, building positive relationships, maintaining a safe environment, and fostering a healthy community for all.
  - All gymnastics team participants' data and files are organized and are maintained in accordance with laws and policies.
  - All processes and deadlines are followed and met.
  - Strong relationships are built with employees and a positive department image is developed.

- All gymnastics participants and families feel supported and informed by the gymnastics department.
- Gymnastics department meets or exceeds its goals for responsiveness, accuracy, and training.
- High performing staff team with high rates of retention for the CCCY.
- Gymnastics team budget guidelines are followed and met with the direction of the Youth and Sports Director

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand; walk; use hands to type, handle or feel; and reach with hands and arms. The employee must be able to lift and/or move up to 45 pounds and be able to perform repetitive lifting, bending, kneeling, and stooping during the course of a 2-5 hour shift. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus. Position requires sitting for extended periods of time and repetitive data entry.

Work Environment:
This job operates in a recreational and educational environment. This role routinely uses standard sports and recreation equipment such as gym equipment, sports equipment, and office equipment such as phones, photocopiers, filing cabinets, and fax machines. At times, employees may be exposed to undesirable working conditions, communicable infectious diseases, and risk of injury from others. All employees are required to follow the preventative health policies of the YMCA at all times. The noise level in the work environment is moderate to high.

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.

Association Profile
- The CCCY is a YMCA North American Network Y (one of the 70 largest Ys in North America) with an operating budget of $27.7M.
- The Y delivers a full range of youth development, healthy lifestyle, and aquatic programs and services at our nine full-facility branches, two youth and community centers, and our resident camp in The Berkshires of Massachusetts. Through our Alpha Community Services Y Branch we lead the way in affordable supportive housing initiatives in Bridgeport and New Haven.
- The CCCY serves portions of Fairfield and New Haven Counties with a population of 850,000 including twenty-five towns and cities (Bridgeport and New Haven). Some suburban towns are 95% Caucasian and have median incomes of $180,000. Bridgeport and New Haven include strong minority communities where 50-75 different languages are spoken. Median income in Bridgeport and New Haven is $30,000. Our service area is a true example of the "two Connecticuts" with people of great wealth neighboring cities with many living in poverty.
- Steadily improving financial performance with recent balanced budgets including full funding of depreciation on contribution to reserves.
- 1,700 committed volunteers who donated 35,000 hours of service in 2016.
- 150 full-time and 1,000 part-time employees.

Advantages to the Area:
City hot and country cool is a description sometimes used for Coastal Fairfield and New Haven Counties. Our service area includes many affordable towns with great school systems and choices. This is a great place to raise a family. The greater New Haven area includes wonderful arts and cultural opportunities in addition to the many activities offered through Yale University. We are located 1.5 hours from New York and 2.5 hours from Boston. There are beaches, access to college and professional sports, and diverse towns and neighborhoods. The recreational opportunities in Connecticut and New England are fantastic!

Websites for More Information:
www.cccymca.org
www.gnhcc.com
www.brbc.org

Application Information:
Submit a cover letter, resume, and four references by March 9, 2018 to Jennifer Arnone, Youth and Sports Director at jarnone@cccymca.org