



Tumble Tikes/TJF Job Description

Position: Gymnastics Instructor/Coach

Reports To: Gymnastics Director/owner

Function:

Teaches a variety of classes, open Gyms &/or birthday parties in the Gymnastics Department in a positive, safe, educational and fun environment. Positively communicates information on **TJF** programs.

Qualifications: Working knowledge in at least one of the following areas: Gymnastics, Tumbling, Cheerleading and Dance. Willingness to learn additional areas in the Gymnastics Department. Demonstrated ability to teach the development of skills and proper techniques in area of specialty. Ability to lift equipment and to spot children. Ability to motivate and effectively communicate with members, parents and students. Exercises mature judgment and sound decision-making. Requires current CPR and First Aid certification.

Principle Job Activities

1. Instructs class lessons as assigned in accordance with **Tumble Tikes/TJF** guidelines.
2. Assists with preparation of lesson plans and routines for classes.
3. Develops positive relationships with participants, and provides motivational support and guidance.
4. Encourages member and parent involvement.
5. Conveys information about Gymnastics Department programs and schedules to the public.
6. Follows all **TJF** emergency and safety procedures. Completes incident and accident reports as necessary.
7. Participates in staff meetings, trainings, events, reviews and meets as scheduled.
8. Organizes and puts away needed class equipment. Reports damaged equipment.
9. Maintains Gymnastics office and class records in an orderly and efficient manner.
10. Trains and supervises new instructors as assigned.
11. Upholds all **TJF** policies, procedures, standards and code of conduct.
12. Fulfills any functions designated by the Gymnastics Director for the betterment of the program and the ability of **TJF** to meet its mission.

Effect on End Result: This position ensures that **Tumble Tikes/Triple Jump Fitness** provides safe, positive and educational classes in the Gymnastics Department to fully support the TJF mission.

I understand and accept that the above description represents my agreement to the job to be performed.

Signature _____ Date _____ Revised November 15, 2016