

**Joliet Park District  
3000 W. Jefferson  
Joliet, IL 60435**

Job Title: Tumble Bee Instructor  
Department: Recreation  
Reports To: Gymnastics Supervisor  
Position Location: Multi-Purpose Center  
FLSA Status: Non-Exempt  
Prepared By: Elizabeth Reyes  
Prepared Date: August 2016

## **JOB DESCRIPTION**

### **SUMMARY**

Under the direction and supervision of the Gymnastics Supervisor, the Tumble Bee instructor is primarily responsible for leading parent/tot classes along with tot only classes. The instructor will develop and improve the gross motor skills of each gymnastics team member, as well as, provide a fun, enjoyable and safe environment. The instructor is expected to work in partnership with the Gymnastics Supervisor and the coaching staff to inform and further the program's goals and objectives.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Execute administration of tumble bee classes; daily lesson plans, maintaining injury documentation and daily cleaning of equipment
- Oversee administration duties of meets; schedule, entries and parent communication
- Attend all assigned classes
- Excellent communication skills for both participant and parents
- Maintain a safe and orderly environment at before, during and after classes
- Maintain a positive and professional attitude, focused on teamwork and meeting the needs of all participants
- Develop and implement lesson plans according to the physical and cognitive abilities of the participants

### **OTHER DUTIES/RESPONSIBILITIES**

Other job related duties as assigned. 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 as the needs of the employer and requirements of the job change.

### **PHYSICAL DEMANDS AND WORK ENVIRONMENT**

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: Most work performed is in a busy, close and at times, noisy environment where interruptions prevail. Ability to move about gymnastics area/equipment and facility quickly; stand for periods at a time, walk, reach, climb, balance or kneel; ability to project voice for class instruction while other classes are in session; ability to lift, carry, transport up to 61 lbs. unassisted; and ability to see objects closely and at a distance; ability to deal with moderate to high stress situations at times and maintain a positive attitude; ability to work flexible hours including evenings and weekends.

**POSITION TYPE AND EXPECTED HOURS OF WORK**

This is a part-time position. The classes generally meet weekday mornings. This position occasionally requires long hours and weekend work.

**QUALIFICATIONS:**

**REQUIRED KNOWLEDGE, SKILLS, ABILITIES**

Ability to establish and maintain effective working relationships with Gymnastics Supervisor and JPD staff and the general public. Ability to communicate effectively both in oral and written form; knowledge and experience with computer systems including but not limited to: MS Office and JPD Software; Must possess skills to maintain a safe environment, as well as performing high quality work; ability to encourage personal development and foster positive relationships; ability to communicate well with coaching staff, participants and parents.

**EDUCATION AND EXPERIENCE REQUIREMENTS**

Must possess a high school diploma or general education degree (GED) and/or higher education. Must be over 18 years of age and have knowledge of recreational gymnastics and/or previous experience working with children 1 to 5 years of age. Must provide own transportation.

Must have (or obtain within reasonable time) the necessary certifications:

- American Red Cross CPR/AED and First Aid

*This job description does not constitute an employment agreement between the employer and employee. The Joliet Park District is an Equal Opportunity Employer.*

Signatures

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

Manager \_\_\_\_\_

HR \_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date \_\_\_\_\_