



YMCA CAMP CONISTON
PROGRAM AREA DIRECTOR-GYMNASTICS
JOB DESCRIPTION

Overview:

- Gymnastics is a part time program area that meets three times a week. Each period will be either Beginner/Intermediate or Advanced level.
- This role requires confidence in the director's own gymnastics abilities and the ability to supervise and teach staff and campers these skills in a fun and skill-focused manner.
- The Gymnastics Director reports to the Summer Directors.

Objectives:

- To provide and direct a fun, safe program of beginner to advanced gymnastics instruction.
- To teach campers new or to improve their existing gymnastics skills in fun, creative ways that encourage active participation throughout the period.

Responsibilities:

- To properly care and store all equipment. This includes putting the mats away at the end of the period, moving other equipment out of the center of the pavilion, to protect the balance beam and other equipment from rain, and to clean equipment as needed.
- To maintain safety at all times and to ensure that all other staff members are doing the same.
- To supervise the staff and to see that each staff member actively participates in leading and teaching campers in an age-appropriate manner.
- To ensure that staff members do not take the same days off, but when absolutely necessary, that these days off don't create safety or supervision concerns in the program area.
- To maintain a safe and clean program area by picking up trash and sweeping the pavilion when necessary
- To make sure that campers remain active throughout the period.
- To help staff members become better instructors with both positive and negative feedback in both oral and written evaluations.
- To make recommendations to the Summer Directors for any changes, additions or modifications of the program, as needed.

Program Area Equipment Maintenance and Safety Checks:

- Make sure equipment is checked on a regular basis for safety, maintained in good repair, and stored in a manner to safeguard effectiveness.
- Make sure equipment is appropriate to the size and ability of the user.
- Make sure equipment has a safety check prior to each use.
- Make sure equipment is removed from service if not in good repair.
- Inspect all equipment for safety and quality before the start of each session. **Record completion of these inspections on the inventory sheet in your program area binder.**

Administrative:

- Provide pre-camp equipment inventory and needs, as well as inform the Summer Directors about any equipment needs during the summer.
- Review past lesson plans and create new ones for the program area binder with resource information updated annually.
- Assure that camper attendance is taken *quickly* at the start of each period and report missing campers to the Program Director with the first 10 minutes of the period start.
- Provide CIT, LIT and STAFF with ongoing verbal assessment and end of summer written evaluations.