

Washington Park District Job Description

Position: Part-time Recreation Coordinator: Tumbling

Summary:

Under the direction of the Recreation Manager, the Tumbling Coordinator is responsible for the planning, coordination and supervision of programs, activities and special events. The Tumbling Coordinator is responsible for performing the essential functions as outlined in this description. Other areas of responsibility depending on the candidate's skill set include special event programming and/or marketing. Responsibilities include the recruitment and training of staff, development and management of high quality, recreational tumbling.

The Tumbling Coordinator is a part time hourly employee expected to work 20-25 hours/week. General work hours take place Monday through Friday, but evening and some weekend hours are expected due to the nature of the programs.

- **Education, Experience & Training**
Must be 21 years or older
- 2 years' experience in program development and staff supervision
- Ability to teach tumbling skills through progressions.
- First Aid and CPR preferred

Immediate Supervisor:

Recreation Manager

Knowledge, Skills and Abilities

- Ability to plan, organize and lead daily operations of team and tumbling programs.
- Knowledge and physical ability to teach specialized recreational programs.
- Ability to observe and spot athletes as they perform various skills. This may include some physical contact and lifting.
- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the District.
- Effective communication skills, verbal and written.
- Knowledge and ability to implement trends and practices in tumbling related services, management and community needs and interests.
- Maintain a valid Illinois driver's license.
- Ability to use applicable computer software including but not limited to: Word, Excel, Outlook, and registration software.
- Ability to lead others to common goals and to work cooperatively with other employees, participants and the public and to accept direction for professional improvement.
- Understand and exhibit behavior consistent with stated values of the District.

Essential Duties & Responsibilities

- Instruct recreational tumbling classes and special events.
- Monitor tumbling equipment for safety, maintenance and replacement needs.
- Communicate with, but not limited to, staff, volunteers, participants and parents.

- Effectively manage the use of facilities, equipment, space and staff resources.
- Assist with the development and implementation of ongoing analysis and evaluation of the tumbling program and the individual child.
- Assist in training and supervision of tumbling instructors.
- Participate in district wide projects and events.
- Other duties as assigned.

Physical Requirements

Primary work location will be the Recreation Facility at 105 S Spruce Street, with occasional alternate site job responsibilities. While performing the duties of this job, the employee is regularly required to walk, bend, lift, jump, turn and talk. The employee frequently is required to stand for long periods of time, kneel, reach and carry. The employee must frequently lift and/or move up to 40lbs. The employee may on occasion, transport participants in district owned vans, buses or trucks. The employee will typically be scheduled to work a mix of nights, weekends and daytime hours. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities of this job.

Cognitive Considerations

Must have the ability to work at a fast pace; must have good communication and problem-solving skills; must demonstrate good safety awareness and sound judgement.