

Gymnastics Program Director

Do you have a passion for the sport of gymnastics? Do you have a strong desire to serve as a leader for youth development and participant engagement? Do you possess an ability to lead a team in a professional and ethical manner? Then we have the perfect position for you. St. Mary's County Recreation & Parks is seeking an experienced professional to lead a reorganized gymnastics center that is home to both recreational programs and a competitive USAG team. The ideal candidate will have experience leading a team and organizing complex work groups in a recreation setting with a basic understanding of gymnastics operations.

General Duties & Requirements:

1. Provide general oversight and direction to recreation and team operations
2. Provide oversight of equipment inspections, maintenance and facility cleanliness
3. Ensures safety procedures are followed to protect staff and athletes
4. Conduct ongoing evaluations of team coaching staff, custodian and birthday party instructors
5. Conduct staff disciplinary actions and approve leave requests
6. Work as a team leader and coordinate all coaching work schedules
7. Work with office manager and/or coordinator for facility scheduling of activities
8. Provide timely communication between coaches, office staff, and recreation management
9. Serve as point of contact to all parents, staff and athletes
10. Provide observations of athletes to ensure proper growth with the sport
11. Communicate policies and procedures with staff, parents, and athletes
12. Coordinate practice schedules, competitions, logistics and schedules for USAG team athletes
13. Compile meet scores and ensure proper submission for media postings
14. Coordinate all personnel requirements to meet USAG standards, including handling and proper storage of confidential information
15. Compose and deliver weekly and monthly summaries to team parents in a timely manner
16. Maintain communication and assist with cooperative efforts with Booster Club
17. Lead by example ensuring staff, athletes and spectators demonstrate appropriate behaviors
18. Able to become certified in CPR/First Aid/AED and other related USAG requirements within 6 months of hire

Qualifications: The ideal candidate should have an outgoing personality, professional communication skills and is customer service driven with the ability to multi-task in a fast paced environment.

1. Must be 21 years or older
2. Minimum of 3 years in a supervisory role
3. Minimum of 5 years working with children & parents
4. Preferred: gymnastics experience a plus!

Hours: Monday-Friday, 1:30-8:30pm; up to 35 hours per week. Some weekend or daytime hours occasionally as needed. Partial health benefits available.

Salary: \$20.09 per hour

TO APPLY: MUST COMPLETE THE RECREATION & PARKS APPLICATION FORM FOUND AT <http://www.stmarysmd.com/docs/Application-Rec&Parks.pdf>. Email completed application, resume and up to 3 references (2 must be professional) to kyle.kebaugh@stmarysmd.com. Submissions may also be mailed or delivered to Recreation & Parks main office at 23150 Leonard Hall Drive, PO Box 653, Leonardtown, MD 20650.

DEADLINE: All applicants must submit the above requirements no later than **Friday, July 7, 2017 at 5:00pm** to be considered for an interview.