



Department: St. Mary's County Recreation and Parks
Division: Gymnastics
Position: Gymnastics Event Leader (Birthday Party Supervisor)
Rate: \$16.63 per hour
Job Location: St. Mary's Gymnastics Academy, Lexington Park, MD Part time
Hours: Saturdays (1:30pm-7:00pm) & Sundays (12:30pm-6:00pm)

Supervision:

Supervisors: Recreation & Facility Specialist; Program Coordinator

General statement of duties:

- This position will primarily serve as a supervisor for birthday parties at St. Mary's Gymnastics Academy.
- Must be 16 years of age, in good health and qualified by previous experience as a gymnast and/or coach and previous work with children ages 4-18 years old in competitive gymnastics setting.
- Previous experience coaching or supervising children and/or birthday parties.
- Must be reliable and able to report to work each day prepared and be engaged with the gymnasts.

Essential Responsibilities:

- Supervise & monitor group of gymnasts, serving as a good role model.
- Serve as lead staff member during birthday parties.
- Plan & conduct birthday party activities for a specific group of gymnasts.
- Greet parents and maintain healthy interactions on a consistent basis.
- Develop positive relationships with participants, and provide motivational support and guidance.
- Follows all emergency and safety procedures. Completes incident and accident reports as necessary.
- Ensure that facility is properly cleaned after parties.
- Participates in staff meetings, trainings and events as scheduled.
- Upholds all policies, procedures, standards and code of conduct set by the department.
- Inform all students of safety rules associated with USAG and Recreation & Parks policies.
- Discuss any conflicts or questions about parties, staff, etc.
- Wear proper gym attire and follow the gym rules.
- Express and communicate only positive information about Recreation & Parks gymnastics, Recreation & Parks Staff, and Recreation & Parks Programs while employed by Recreation & Parks, while on duty, or in a public setting.
- Represent Recreation & Parks Gymnastics by putting positive principles into practice.

Job Specifications:***Minimum Qualifications:***

Must be 16 years of age and must be in good health.

Required Skills/Abilities

- Must have excellent customer service skills.
- Must remain in good physical health
- Ability to be flexible in schedule and personal objectives
- The ability to relate to fellow employees and patrons in a positive way.

Additional Requirements

An acceptable general background investigation to include a Federal, local and state criminal history, and a sex offender registry check. Individuals in this position cannot be listed as having a founded child abuse or neglect complaint and must pass a CPS check.

Physical Requirements

- Must have the ability to stand for extended periods of time.
- Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height.
- Ability to bend, to stoop, to sit on the floor, to walk and to reach overhead.

Benefits to working for Recreation and Parks:

- Health and sick leave benefits may be provided for employees working required total hours.
- The opportunity to enhance the recreation needs and enjoyment of the community while maintaining safety measures for all involved.
- Provides an opportunity to be part of a team for the greater good of others, by helping promote community fitness through gymnastics.

Contact: Val Perez, Program Coordinator at 301-475-4200 ext. 1807 or val.perez@stmaryscountymd.gov

Salary: \$16.63/hour

To Apply: Complete the Recreation and Parks application form found at www.stmarysmd.com/docs/jobapplication.pdf