



Department: St. Mary's County Recreation and Parks
Division: Gymnastics
Position: Head Coach (SMGA Team Coach)
Rate: \$30.87/hr.
Job Location: St. Mary's Gymnastics Academy, Lexington Park, MD
Hours: Monday-Sunday (30-40 hours per week/hours varies)

Supervision:

Supervisor: Program Coordinator

General statement of duties:

This position will primarily serve as the head coach for St. Mary's Gymnastics Academy

Essential Responsibilities:

- Supervise and monitor gymnasts for safety
- Record daily attendance and conduct practices up to 5 evenings per week and some Saturdays
- Schedule team coaches to ensure adequate coverage
- Plan and conduct daily training activities for gymnasts
- Train team coaches to provide consistency in training program
- Communicate with parents regarding gymnasts' progress and training
- Provide evaluation and feedback to gymnasts and parents
- Develop positive relationships with gymnasts and provide positive motivational support and guidance
- Follow all emergency and safety procedures. Complete accident and incident reports as necessary
- Organizes and maintains equipment and materials. Maintains inventory of equipment. Makes recommendations for new equipment and repairs.
- Maintains gymnasts' records
- Register coaches, team and individual gymnasts for meets. Informs meet director of any changes
- Remain up-to-date on USAG policies and standards
- Inform coaches, gymnasts, supervisor, and parents of USAG safety standards and policies
- Maintain communication with booster club regarding meet attendance and registration
- Provide gymnasts' status updates to registrar for billing purposes
- Attend USAG meets as assigned, typically Friday through Sunday, one or two weekends per month from November through May (subject to change)
- Uphold policies, procedures, standards, and code of conduct set by the department
- Participate in staff meetings, training, and special events as scheduled
- Represent the department in a positive and professional manner

Job Specifications:

Minimum Qualifications:

Must be 21 years of age and in good health to actively participate in spotting gymnasts and attending meets where standing for long periods of time is required

Required Skills/Abilities

- Must be proficient in computer operations and programs i.e., Word, Excel and familiar with USAG website
- Must have excellent customer service skills
- Must remain in good physical health
- Ability to be flexible in schedule and personal objectives
- 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. Must be qualified USAG coach, maintain USAG membership and remain current on all USAG required training. *Previous experience as a USAG coach and gymnast required. USAG meet director qualification preferred.*

Physical Requirements

While performing the duties of the Head Coach, the employee is required to remain in good physical condition to sufficiently perform the duties of the position. Must be able to stand for extended periods of time. Physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height is required. Ability to bend, stoop, sit on the floor, walk and reach overhead is required.

Benefits to working for Recreation and Parks:

- Health and sick leave benefits may be provided for employees working the 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: Chris Lengle, Program Coordinator at 301-475-4200 ext. 1752 or Chris.Lengle@stmaryscountymd.gov

To Apply: Complete the Recreation and Parks application form found at www.stmaryscountymd.gov/docs/jobapplication.pdf and email to Chris.Lengle@stmaryscountymd.gov or turn in to St. Mary's Gymnastics Academy or St. Mary's County Recreation & Parks Main Office.

11/14/24