



## Job Description

### Program Coordinator - Preschool Gymnastics

#### Purpose:

The Preschool Program Coordinator is responsible for actively growing the number of preschool participants at his or her site, cultivating EXCELLENT and safe teaching by the instructors of all classes (“Great Teaching is Attitude & Knowledge in Action”), and overseeing everything related to the preschool program as outlined in CSC’s Preschool Instructor Handbook. Coordinators work under the direction of their Site Manager. CSC Directors will also provide guidance related to staff training and overall program development. The Mission, Vision, and Values shall define all changes or updates to the program. The primary priorities for CSC shall further define the goals of the position:

1. To TEACH.
2. To provide OUTSTANDING CUSTOMER SERVICE.
3. To provide a SAFE AND HEALTHY ENVIRONMENT for all.
4. To have FUN (and encourage others to have fun).

It is expected that Coordinators will take what is provided and develop their programs for the benefit of students, parents, instructors, and CSC.

#### Qualifications / Prerequisites:

- At least 1 year of preschool gymnastics coaching experience.
- **American Red Cross** CPR with AED & First Aid, or the equivalent
- USAG Level 1 Certification Program (or higher), which includes:
  - USAG Safety Certification
  - First Aid Basics
  - Fundamentals of Gymnastics
- USAG Preschool FUNdamentals Certification
- CSC Expert Training (Phase 3 of NHT)
- Excellent spotter through both preschool & CSC Level 2 skills (live test/proof required)
- Demonstrated knowledge of basic child development (ages 1 to 6).
- Able to lift/assist levels assigned (minimum 50lbs.)
- Bonus – a background in youth sports, dance, or as a competitive athlete
- Bonus – a background working with preschool children in non-sports environments

**Skills:** **Leadership** - has the desire & aptitude to take a leadership role with program development and staff training. **Knowledge** - shows a strong understanding of motor development and beginner to intermediate gymnastics concepts. Utilizes appropriate skill progressions & gymnastics coaching strategies, and knows all associated terminology. **Communication** – demonstrates excellent communication skills with parents & students, fellow coaches, and CSC office staff & management.

#### Professional Development:

- Actively develop job skills (earn 4 developmental credits per year – CSC U. or equivalent)
- Teach 2 clinics or trainings for your staff (earn 2 teaching credits per year – CSC U.)



**Hours per week:** Determined by site with the Site Manager. The amount of time will be determined depending on the total number of participants in the program, and the total number of staff working within that program. Administrative work shall be done on-site when scheduled.

Examples of the duties and responsibilities of the job may include but is not limited to:

- Grow the number of active participants in all levels of the program.
- Be an advocate for the entire preschool staff (be a mentor & representative.)
- Work with Site Manager in all aspects of operations in working towards CSC & site goals.
  - Developing preschool offerings within the site class schedules
  - Know how many and in what categories you have students (count them 1x each.)
  - Work to retain existing students, help bring in new students, and create long lasting relationships with as many as possible.
- Ensure preschool lesson plan implementation & that rotation schedules are followed.
  - Design and coordinate the setup of all preschool circuits & class activities at your site.
  - Coordinate & support the teaching of preschool themes and 'skills of the month'.
    - Monthly newsletter/communication for staff, with warm-ups, game ideas, etc.
- Facilitate staff knowledge, understanding & communication of the 8-week preschool session processes to preschool students and parents.
  - Maintain bulletin boards
    - What to expect, upcoming events, trainings, 'skills of the month', themes, pictures, etc.
  - Ensure staff preparation and distribution of Student Updates.
  - Coordinate the distribution of other handouts related to our sessions & themes.
- Maintain site equipment, including cleaning of mats, zones, etc., as necessary and assigned.
  - Maintain, organize and coordinate props and other 'light' equipment usage.
  - Coordinate and organize felt shapes, etc.
  - Coordinate and organize stamps & sticker use by coaches.
- Cultivate the effective teaching of all preschool skills.
  - Coordinate Core Skills Training for all preschool staff 2x per year.
  - Teach a minimum of 2 other CSC University clinics per year.
    - Possible topics include: technical skills training, spotting, class management, behavior management/modification, preschool games, conditioning & flexibility.
  - Observe the teaching of all preschool coaches at your site, at least 2x yearly.
    - Conduct any appropriate follow up training, with approval of manager.
    - Recognize great teaching and communicate to all staff, management.
- Approve level readiness and completion of level skills for students, as requested or needed.
  - Work with team & team development coaches regarding student readiness for those programs
  - Act as a liaison to preschool students & parents hoping to reach team levels.
- Organize and lead all special CSC Preschool functions/events for your site.
  - Attend local promotional opportunities – on-site, off-site (community events.)
- Participate in all scheduled Coordinator meetings.
- Share with other coordinators all preschool program "enhancements" developed at your site
- Coach all classes/groups as assigned.
- Assist in interviewing and training (mentoring) new preschool staff.
- Complete employee reviews as requested by management
- Attend Regional Congress and/or equivalent opportunities for professional development as they arise.
- Other duties as assigned