

GYMNASTICS INSTRUCTOR (.75 FTE)



THE POSITION

The City of Novato is seeking a Gymnastics Instructor for the Novato Gymnastics Center. This position is 30 hours per week and will work under the direction of the Gymnastics Recreation Supervisor. Responsibilities will include overseeing and teaching gymnastics classes (afternoon/evening hours and Saturday mornings); coordinating gymnastics birthday parties; spotting basic to advanced gymnastics skills, maintaining and cleaning the equipment, developing an annual lesson plan that addresses sessions, age levels, special events and specialized classes; training, supervising and evaluating Gymnastics Programs and assisting the Gymnastics Recreation Supervisor as needed with all program projects.

FINAL FILING DEADLINE

May 12, 2017 at 5:00 p.m.

Please note that this position is subject to City Council approval. This will occur during the FY 17/18 budget approval process.

To apply for this position, please visit

www.governmentjobs.com or

www.novatojobs.org

COMPENSATION AND BENEFITS

\$3,423.75 - \$4,161.75* per month

Placement in the salary range is dependent upon qualifications and experience.

3.0% General Wage increases scheduled for: 7/1/17 & 7/1/18.

Monthly contribution towards benefits up to \$1,331.25* per month

*The salary and benefits for this position reflect a prorated amount at .75 FTE.

THE IDEAL CANDIDATE

The successful gymnastics Instructor will have a passion for teaching gymnastics and must possess the ability to demonstrate gymnastics skills to students, be knowledgeable about the principles of strength and agility training, especially as it relates to gymnastics instruction. It is imperative that the individual willingly assist the Gymnastics Recreation Supervisor with all Gymnastics Center operations and programs, including coordinating and managing summer camps.

MINIMUM QUALIFICATIONS

Prior experience working in a public agency, or for a recreation agency, is highly desirable. A typical way to obtain the knowledge and abilities for this position would be:

Experience: Two to five years of experience as a Gymnastics Instructor including some lead supervisory experience.

License or Certificate: Possession of, or ability to obtain a valid California Drivers License, current Standard First Aid and CPR Certifications. USA Gymnastics Safety Certification and USA Gymnastics membership will be required.

THE PARKS, RECREATION & COMMUNITY SERVICES DEPARTMENT

The PRCS Department's mission is to "enrich individual and community life", by providing hundreds of classes, programs and special events for people of all ages. We are engaged in many community partnerships, including Novato Blue Ribbon Coalition for Youth, Novato Seniors Club, Novato Historical Guild, and Gymnastics Boosters. We work with a corps of volunteers to help us deliver high quality recreation programs. We believe engaging programs, great facilities, and talented staff, with a focus on fun, create a welcoming atmosphere and connects all members of our community. We are made up of three divisions: Administration, Community Services and Recreation. Administration oversees all programs, facilities, budgets, outreach efforts, and establishes policies. Community Services includes Children's Programs, Senior Programs, Museums, and Special Events. Recreation provides a comprehensive sports program and a Gymnastics Center. A strong sense of fun, dedication to teamwork, and making things happen, is what we are all about.

DUTIES INCLUDE, BUT ARE NOT LIMITED TO THE FOLLOWING:

ESSENTIAL FUNCTIONS:

- Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for providing gymnastics activities within the Recreation Division; maintain personnel records as required.
- Participate in the selection of gymnastics staff for assigned area; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for providing gymnastics programs; implement and enforce policies and procedures.
- Promote and coordinate specific activities within assigned area of gymnastics; prepare program events and facility marketing material including news releases, flyers, schedules of events, pamphlets and brochures.
- Organize, schedule and implement gymnastics activities within assigned area.
- Schedule usage of gymnastics facility for special gymnastics events in assigned area.
- Maintain records and develop reports concerning new or ongoing programs and program effectiveness; maintain and file recreation records and reports; prepare statistical reports as required.
- Monitor and inspect gymnastics facility and equipment; secure gymnastics facility.
- Develop, plan, and lead gymnastics classes in areas of assignment; plan and implement special events and activities including trips, camps, meetings, and performances.
- Respond to inquiries and concerns regarding gymnastics activities; research and resolve conflicts as required.

ABILITY TO:

- Supervise, organize, train and evaluate the work of gymnastics staff.
- Coordinate and direct assigned gymnastics programs suited to the community.
- Recommend and implement goals and objectives for gymnastics program.
- Interpret and explain City policies and procedures.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work including the general public.

EMPLOYEE INFORMATION AND BENEFITS:

Employment Process: Applicants are screened for relevant education, experience and/or licensing requirements as stated on the job announcement. Those persons most qualified may be required to compete in any combination of written, oral, performance and/or assessment center examinations. Candidates who successfully pass the examination process are placed on the eligibility list.

Immigration and Reform Act: In compliance with the Immigration and Reform Act of 1986, the City of Novato will only hire individuals who are legally authorized to work in the United States.

Retirement: The City participates in the California Public Employees' Retirement System (CalPERS). In compliance with AB 340, CalPERS retirement formula is either 2% at 62 or 2% at 55 depending on eligibility.

Benefits: The City provides a specific dollar amount to each employee based on the employee's bargaining unit to apply to medical, dental, life and disability insurance. The City contribution is up to \$1,775 per month for the highest benefit enrollment level. The dental program and life insurance policy are mandatory. Health and disability options are available. Employees who do NOT enroll in a healthcare plan through the City will receive up to \$250 per month as an addition to their gross earnings.

Leaves: The City offers 13 paid holidays; 10 days of vacation after 1 year (graduates to 21 days for 20 years of service); 12 days sick leave per year (unused sick leave applied to service credit at retirement).

The information in this announcement does not constitute either an expressed or implied contract and these provisions are subject to change.

The City of Novato is an Equal Opportunity Employer.

The City will make reasonable efforts in the selection process to accommodate persons with disabilities.

Please advise the Human Resources Division of such special needs at the time of application.