



City of Mason

Employment Opportunity

For

Gymnastics Attendant

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|-----------------------|-----------------------------------|------------------------|-------------------------------|
| Hiring Range: | \$14.00 - \$17.00/hr (DOQ) | Classification: | Assistant |
| Reports To: | Program Supervisor | FLSA: | Non-Exempt |
| Posted: | 02/08/2024 | Department: | Parks & Recreation |
| Working Hours: | Flexible | Status: | Part-time |

General Statement of Duties and Distinguishing Features of Class

To plan and lead a variety of safe, effective, and fun gymnastics, tumbling, and cheer programs at the Mason Community Center and future new gymnastics space.

Examples of Work (Illustrative Only)

- Demonstrates courteous, polite, and respectful behavior to all patrons and facility staff members.
- Enforces facility and program rules and regulations in a friendly, firm, and consistent manner.
- Development, implementation, and execution of gymnastics, tumbling, and cheer classes for ages 18 months and up including pre-team, special events, and future team gymnastics.
- Monitors the safe and appropriate use of instructional equipment during class. Maintains accountability and proper storage, and reports maintenance or repair requests in a timely manner.
- Provide support, information, referrals, and qualified instruction to participants seeking information on gymnastics programs.
- Prepares and maintains administrative records and paperwork as requested.
- Attends in-service training sessions and/or staff meetings as requested.
- Upholds the policies and procedures of the City of Mason and Parks & Recreation Department.
- Displays knowledge of the department's *Infectious Material & Exposure Incident Policy* and facility Emergency Action Procedures.
- Administer and record any necessary first aid/victim care within the level of emergency training.
- Demonstrates knowledge of all emergency procedures throughout the recreational areas.
- Performs related duties and responsibilities as required.

Skills, Knowledge, and Abilities: The following is preferred

- Possess and maintain current certification in American Red Cross *Standard First Aid and CPR*
- Previous experience in leading a variety of gymnastic classes, highly desirable.
- Ability to teach a variety of gymnastics, tumbling, and cheer classes and able to customize a class format to a particular group's needs.
- The desire to obtain additional information on industry standards and trends

Physical Requirements:

- Work in a recreational environment.
- frequent walking and standing.
- Ability to lift/carry objects up to 50 pounds.
- Ability to stoop and crouch or stand for extended periods.
- listening and with or without corrected visual observations are required at all times.
- Perform exercises as required.

I understand that I am applying for employment at will, and nothing in the job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.



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