



**Corpus Christi Athletic Club
Gymnastics Competitive Team Coordinator**

Purpose:

Gymnastics Competitive Team Coordinator will work closely with the Gymnastics Manager to provide unconditional respect for our athletes. Continue the development of the team program, while providing opportunities to multiple athletes of all levels and ages. Encourage athletes to progress beyond recreational gymnastics into a competitive environment.

Required Hours:

Minimum of 24 hours per week. Available Monday -Friday 4:00 to 8:00pm & Saturday 9:00am - 12.00pm, as well as additional office hours. Travel with competitive team August -November (seasonal competitions) & December -May (invitational competitions).

Qualifications:

- Must be CPR First Aid Certified
- Must have USA Gymnastics Professional Membership
- Must possess good leadership & communication skills.
- Must have a positive attitude and energy to bring motivation to the class & team.
- Ability to run and manage a class.
- Must have knowledge of basic Gymnastics / Tumbling skills.

Duties and Responsibilities

General Responsibilities:

- Provide a fun and safe positive learning environment.
- Motivate the children to build and reach their highest potential.
- Organization of team schedules & events.
- Communication of team schedules, events, & requirements to parents & gymnast.
- Email correspondence.
- Create a positive relationship between members, parents, children, and coaches.
- Be a positive representation of the Corpus Christi Athletic Club.
- Work closely with Gymnastics Manager.

Daily/ Weekday

- Be present for all team practices.
- Allow yourself time to set up accordingly for classes.
- Take class attendance.



- Develop Lesson Plans.
- Assist with cleanliness and organization of Gymnastics equipment.
- Follow nightly closing procedures.
- Report to parents of any success or concerns with their child after class to build a rapport and a relationship with that family.
- Communicate with the Gymnastics Manager and notify of any problems, issues, or complaints.

Monthly

- Attend our monthly team meeting.
- Go through monthly team attendance.
- Organize meetings / communication with competitive team coaches.
- Keep up with upcoming events with the club and participate in Fun Days!
- Go over expense reports (Given to you by accounting department, verify team charges are being recorded properly)

Competitive Season

- Registrations for competitions.
- Collection of team payments.
- Ordering leotards & warm-ups for team gymnast.
- Recording into excel proper team finances.
- Create our team's competitive schedule.

As Needed

- Assist with registration of new gymnasts.
- Check voicemails & return phone calls as needed.
- Be able to assist new clients.
- Assist Manager with special events & programs.
- Attend mandatory gymnastics and club training.
- Assist in coaching private lessons.
- Accurately and knowledgably assess students' skills for the bi-annual student evaluations