



Town of Rockland

Job Description

Position Title:	Gymnastics Instructor	Department:	Recreation
Reports To:	Recreation Director	Date	11/13/2025
Appointing Authority:	n/a	FLSA:	Non-exempt

Summary:

Delivers safe, engaging gymnastics classes for children ages 3–8 during evenings and/or weekends. Plans age-appropriate curriculum and drills; supervises activities; ensures a positive, inclusive environment; and communicates with parents/guardians and the Recreation Department.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Plan and lead fundamental and introductory gymnastics lessons for ages 3–8; adapt instruction to varied abilities.

Develop class plans/curriculum emphasizing safety, skill progressions, and positive participation.

Set up, inspect, and break down equipment; maintain a safe, orderly activity area.

Model appropriate conduct and sportsmanship; reinforce program rules and boundaries.

Monitor participants; provide spotting/assistance within training and certification limits.

Communicate clearly with parents/guardians on schedules, expectations, and basic progress updates.

Maintain attendance and basic program records, report incidents promptly to the Recreation Director.

Follow Town/Department policies for risk management, incident reporting, First Aid/CPR response, and mandated notifications.

Support special events or substitute coverage as assigned; collaborate with other Recreation staff.

Supervision Required: Works under the general supervision of the Recreation Director; performs most day-to-day duties independently within established program guidelines.

Supervisory Responsibility: No regular supervisory authority; may provide direction to volunteers or seasonal aids during classes.

Confidentiality: Has access to participant records and contact information consistent with public records laws and department practices.

Accountability: Errors in judgment or lapses in safety may result in participant injury, program disruption, or adverse public relations.

Judgment: Performs duties following department policies, safety standards, and accepted instructional practices; exercises judgment to adapt activities to participant needs while maintaining safety.

Complexity: Work involves planning age-appropriate lessons, organizing equipment, and managing groups of young children with varying skills and attention spans.

Nature of Public Contacts: Frequent contact with children, parents/guardians, vendors, and Recreation staff; requires courtesy, patience, and clear communication.

Recommended Minimum Qualifications:

Education and Experience: Background in gymnastics, cheer, dance, tumbling, or a related sport required; experience coaching or instructing young children (paid or volunteer) preferred. Applicants with a recognized Gymnastics Coach Certification (Levels 1–3, basic recreation) are preferred; candidates actively pursuing such certification are also encouraged to apply. Relevant coursework in physical education, recreation, elementary education, youth studies, or a related field is also preferred.

Special Requirements: Must be legally eligible to work independently with minors under applicable state regulations; completion of the CDC “HEADS UP” Concussion Certification (or a substantially equivalent, recognized program) is required prior to instructing. If not current at hire, must be obtained within 14 days of hire and maintained per program renewal guidelines; proof of completion required; Current certification in First Aid/CPR/AED (or obtained within 14 days of hire); successful CORI (and other checks as applicable) required as a condition of employment.

Knowledge, Abilities and Skill

Knowledge: Foundational gymnastics skills and progressions; youth development and group management basics; safety and injury-prevention practices.

Abilities: Plan lessons; manage small groups; communicate with children and adults; maintain a positive, inclusive environment; follow emergency procedures.

Skills: Organization and time management; clear verbal communication; safe spotting within training; basic recordkeeping.

Work Environment: Classes occur in gym/indoor recreation spaces with moderate to high noise and frequent interruptions; evening and/or weekend hours are typical.

Physical and Mental Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the position's essential functions.

Physical Skills: Frequent standing, bending, kneeling, and moving equipment/mats; ability to lift/carry up to ~50 lbs. as needed to set up program areas.

Motor Skills: Requires hand-eye coordination for spotting, equipment setup, and demonstrations.

Visual/Auditory Skills: Requires close visual and auditory attention to monitor participant safety and demonstrate skills; ability to communicate in a noisy environment.

This job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.