

## **New Prague Gymnastics Club Job Description**

**Title:** Team Director/Competition Team Head Coach  
**Reports to:** Board of Directors & Program Director  
**Hours:** Full time, 40 hours per week (flexible)

**Job Summary:** The Team Director works primarily with NPGC Pre-Team and Competition Teams creating well defined programs that will further the physical & skill development along with the self-confidence for our youth. Preferred candidates will be professional, lead by example with a desire to help grow our gym by providing other opportunities for our community and youth.

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### **Minimum Qualifications:**

1. High School graduate, college degree preferred. Background or education in physical education, child development and/or sports medicine desired.
2. Previous gymnastics instruction experience and the desire to grow and learn with a team of long standing pride and experiences.
3. Ability to work effectively with people of all ages and abilities in a positive manner.
4. Display high levels of professionalism, discretion and the ability to work with minimal supervision.
5. Ability to learn technology related to NPGC and MAGA along with social media.
6. Proficient in operating office equipment including computer, telephone, printer, copier, and scanner

### **Specific Duties and Responsibilities:**

1. Create and organize all aspects of the competition team including; try-outs, registration, practice and meet schedules.
2. Work with the Program Director to hire and provide regular training to all coaches.
3. Provide coaching, training and instruction during practices and classes.
4. Continue to establish an environment in the gym that is positive and motivating for all gymnasts.
5. Help gymnasts with goal setting and skill mastery.
6. Work with the Program Director and Office Assistant to provide timely and important communication to youth.
7. Work alongside the Office assistant & Program Director to set class schedules, update websites and social media management.
8. Communicate with the Program Director and Board of Directors any feedback received or suggestions that may help NPGC run more successfully.
9. Work with MAGA to continue to provide efficiently run meets.
10. Identify gymnasts for competition team placement on the basis of skills and interest.
11. Manage all meets, home and away.

12. Work with the Club Director to ensure the safety and cleanliness of all equipment in the gym. Notify the Program Director of any safety hazards, damage or wear and tear.
13. Demonstrate spotting techniques that align with the skill level of the gymnasts ensuring their safety at all times.
14. Attend board of directors meetings as requested.
15. Other duties as assigned.