



JOB ANNOUNCEMENT

DATE: December 23, 2011
JOB TITLE: Gymnastics Instructor
DEPARTMENT: Sports & Recreation
HOURS/WEEK: 8 - 10
COMPENSATION: \$9 - \$10/HR

TO APPLY: Obtain applications from the Mittleman Jewish Community Center, 6651 SW Capitol Highway, Portland, OR 97219, 503-244-0111; or at our website: www.oregonjcc.org. **A signed, completed application is required; submission of a resume is optional and does not replace the required application form. Proof of required certifications must be included.** Please return your application materials to the attention of the MJCC Human Resources Office at the address noted above. Open until filled. MJCC is an Equal Opportunity Employer.

Due to the volume of applications received, only applicants who are interviewed will be contacted when the position is filled. If it happens that you are not invited to interview, please know that we are grateful for your interest in employment opportunities at MJCC! Applications received for this recruitment may be considered for fitness department openings that may occur in the next four months.

JOB SUMMARY: This position is responsible for the quality instruction and safety of children in recreational gymnastics programs.

QUALIFICATIONS: (Any combination of experience and training that demonstrates the ability to perform the duties of the position is qualifying. This would typically include:

- Responsible experience providing gymnastic instruction that includes recreational gymnastics programming for children; AND
- Current First Aid and CPR certifications.

Knowledge: Knowledge of gymnastic movement, drills, and instruction techniques; knowledge of body mechanics and anatomy; knowledge of safety practices related to gymnastics.

Skill: Skill in the use of a variety of gymnastic equipment.

Ability: Ability to project a positive, professional image; ability effectively teach class members; ability to ensure a safe and healthy gymnastic environment; ability to communicate effectively with others, both orally and in writing; ability to understand and follow oral and/or written policies, procedures, and instructions; ability to work effectively with co-workers in a diverse workforce; ability to respond appropriately to question/concerns from other employees and the public; ability to work independently and make decisions within established procedures; ability to work a flexible schedule as needed.

PHYSICAL REQUIREMENTS OF THE POSITION

Duties are performed in a sportsplex center and require the ability to lift up to 50 pounds in order to set up and move equipment. Duties require the ability to demonstrate gymnastics movement, and the proper and safe use of gymnastic equipment. This typically involves the stamina to exercise

vigorously, as well as pushing, pulling, reaching, gripping, bending, stooping, and walking. Normal-range acuity in vision and hearing is required.

TYPICAL EXAMPLES OF WORK (These examples represent the essential functions of the position. They are not, however, inclusive of all the duties the position may perform.)

1. Instruct or lead gymnastic programs (camps, clinics, classes, team or gymnastic events). Provide direct instruction and supervision; ensure activity area is safe for participants and instructor.
2. Orient class members to all equipment used in the class; instruct class in the safe use of gymnastic equipment. Instruct class members in how to move safely within the limits of their abilities.
3. Develop complete lesson plans as requested by Supervisor. Prepare appropriate equipment, music and written information as directed. Maintain class roster and any associated class records; ensure that all participants are registered.
4. Return equipment to the proper storage area, as necessary. Return the activity area to its proper order after class; properly secure area prior to leaving.
5. Provide excellent customer service. Provide general information about sports programs and MJCC operations. Answer questions and address concerns within scope of authority. Keep Manager informed of program needs, questions, and changes. Enforce facility and sports program policies within scope of authority.

ELIGIBILITY

Under the provisions of the Immigration Reform and Control Act of 1986, MJCC requires any person hired or rehired to provide evidence of identity and eligibility for employment on the date of hire.

MISSION

The Mittleman Jewish Community Center is a vital institution for Jewish culture and identification, proud to offer its programs and services to everyone. For more than 80 years, the MJCC has offered educational, social, cultural and recreational programs.

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER