

135 North Mission Road, LA, CA 90033
Phone (323) 881-0018 Fax (323) 268-7228
www.proyectopastoral.org



JOB DESCRIPTION

POSITION: Cheer/Gymnastics Coordinator

LOCATION: Aliso Pico Recreation Center

STATUS: Hourly, \$19.00 to \$25.00

HOURS: Monday to Friday 12:30 PM - 9:00 PM

Instruction 3:00PM- 8:00PM

Maximum of 40 hours on weekly, including some weekend for competitions

Proyecto Pastoral works in the economically and politically disenfranchised community of Boyle Heights to empower the community personally and socially by developing grassroots projects in education, leadership, and service.

SUMMARY: The Cheer/Gymnastics Instructor is responsible for planning, coordinating, and delivering high quality gymnastics and cheerleading instruction for youth participants of varying ages and skill levels. The Instructor will create a positive, safe and inclusive environment that promotes athletics development, team work, leadership confidence and personal growth.

The Cheer/Gymnastics Instructor position includes direct instructions, participant supervision, curriculum development including routines, and competition preparation. Parent communication, and support of recreation center activities and special events.

RESPONSIBILITIES:

- Plan and lead a minimum of 3 Cheer/Gymnastics classes a day for youth participants at a beginner, intermediate and advanced levels.
- Teach proper techniques, skills progression, conditioning, flexibility, tumbling, stunting, jumps, choreography and safety procedures.
- Develop age appropriate lesson plans that promote skill development and participant engagement.
- Evaluate athlete progress and provide constructive feedback to participants and families.
- Prepare teams and individual athletes for showcases, performances, competitions, and community events.
- Ensure all instruction aligns with safety standards and best practices and positive learning environment.
- Coordinate use of the gym for "open play" and occasional community events and meetings.
- Develop leadership among youth, encourage community involvement and promote a college going culture.
- Communicate and work collaboratively with all IMPACTO staff, volunteers, and program partners.
- Ensure the physical/emotional safety and positive engagement of youth enrolled in the program, using positive behavior management strategies aligned with the values of the organization.
- Assist with supervision of program volunteers, including monitoring attendance, performance and other relevant tasks.
- Assist in the collection of relevant student data including attendance logs, registrations forms, field trip slips and other data relevant to the evaluation process.
- Maintain positive and communication with parents; actively sharing updates and student highlights.

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- Attend weekly staff meetings, and staff development sessions, and Proyecto Pastoral meetings/events, as assigned.
- Encourage full participation of all students.
- Complete full incident reports as needed, gathering youth notes and collecting parent signatures and student agreements.
- Attend field trips, as assigned.
- Assist with community outreach efforts to recruit participants and grow program enrollment.
- Supervise participants before, during, and after classes. Instructors must remain with participants until all participants have been safely picked up and signed out.
- Conduct equipment inspections and report maintenance or safety concerns immediately
- Perform other duties as needed and designated by your Supervisor.

QUALIFICATIONS:

- Energetic, strong relationship builder and a high level of professionalism
- Minimum of 3 years working with youth, including knowledge of youth development best practices and social services network in the Boyle Heights community
- Strong oral communication skills with youth and adults
- Ability to work flexible hours (ie. Evenings and weekends)
- Must possess own transportation, proof of auto insurance and a valid California Driver's License,
- Bilingual Spanish/English

Status: Full-time, Exempt with excellent benefit package, which includes health, dental, vision, vacation, sick days, holidays, and 401k plan.

Proyecto Pastoral is an equal opportunity employer. Women and minorities are encouraged to apply.

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