



**Job Title:** Gymnastics Instructor  
**Department:** Recreation & Facilities  
**Classification:** Part-Time, Non-Exempt  
**Salary Range:** Hourly  
**IMRF Position:** Yes/No

---

## **POSITION FOCUS**

Under the general direction of the Gymnastics Coordinator the Gymnastics Instructor is responsible for teaching a variety of tumbling, bar, beam and vault skills to children ages 2 to 18 years and assist with other functions during the competition season.

## **SUPERVISORY RELATIONSHIPS**

Reports directly to the Gymnastics Coordinator and indirectly to the Recreation Program Manager.  
Does not have direct reports.

## **ESSENTIAL FUNCTIONS**

1. Teach the required skills correctly and enthusiastically and assist with creating and choreographing routines for competitions
2. Maintain an ongoing evaluation on each student throughout the session, including attendance
3. Maintain a positive relationship with parents to communicate all elements of the program.
4. Monitor form and technique of all participants to ensure a safe environment for all and reduce injury.
5. Visually inspect all equipment to ensure safety and report damage or concerns immediately.
6. Report all incidents and emergencies to supervisor and complete appropriate documents.
7. May be required to respond to emergencies.
8. Perform other duties as assigned or required.

## **SECONDARY RESPONSIBILITIES**

1. Provide quality internal customer service to all Park District Staff.
2. Participate as a team member to assist and improve the overall services.
3. Perform the job safely and in compliance with District policies, procedures, work and safety rules and the employee handbook.
4. Exhibit regular and punctual attendance. Notifies supervisor a minimum of 12-48 hours prior to an unexpected absence.
5. Maintain a neat and orderly work environment.
6. Attend required meetings and trainings as designated by supervisor.
7. Conduct self in accordance with District policies and procedures.

## **EDUCATION, EXPERIENCE, AND TRAINING**

- Must be a minimum of 16 years of age.
- Requires strong people and customer service skills and the ability to communicate effectively with staff and the public.
- Previous coaching experience is highly preferred.
- Maintain current CPR, First Aid & AED certification

## **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- The ability to pass a background check within the Illinois Park District code requirements
- 

Gymnastics Instructor

Created and Approved: 5.2019

Revised and Approved: 7.2025



**Job Title:** Gymnastics Instructor  
**Department:** Recreation & Facilities  
**Classification:** Part-Time, Non-Exempt  
**Salary Range:** Hourly  
**IMRF Position:** Yes/No

---

- Should have an outgoing personality with good interpersonal skills.

#### **HOURS AND ENVIRONMENTAL CONSIDERATIONS (includes Physical Demands)**

- Hours vary dependent on schedule.
  - Additional hours may be required for meeting and trainings
- General work area is an indoor, smoke-free environment with controlled temperatures and fluorescent lighting. With moderate exposure to noise distractions from employees or equipment operation in adjacent work areas. Also, may have infrequent exposure to cleaning materials and office supplies.
- May have limited exposure to infectious disease if required to perform routine first aid or emergency procedures.
- The ability to communicate information and ideas so others will understand. Must be able to exchange accurate information in these situations.
- Frequently traversing on uneven ground and surfaces.
- The ability to observe details at close and far range.
- Infrequently moves items weighing 25-50lbs
- May require some bending, kneeling, and reaching for items, supplies or materials as directed.

#### **OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

#### **AFFIRMATIVE ACTION/EEO STATEMENT**

At Palatine Park District, we are proud to be an Equal Employment Opportunity and affirmative action employer. We celebrate diversity and are committed to building a team that represents a variety of backgrounds, perspectives, and skills. The more inclusive we are, the better we can serve the Palatine Park District Community.

#### **SIGNATURES**

This job description has been reviewed approved by:

Supervisor/Manager Name: \_\_\_\_\_

Supervisor/Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Job Title:** Gymnastics Instructor  
**Department:** Recreation & Facilities  
**Classification:** Part-Time, Non-Exempt  
**Salary Range:** Hourly  
**IMRF Position:** Yes/No

---

Superintendent/  
Director Name:

Superintendent/

Director Signature:

\_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_



**Job Title:**                   Gymnastics Instructor  
**Department:**           Recreation & Facilities  
**Classification:**       Part-Time, Non-Exempt  
**Salary Range:**         Hourly  
**IMRF Position:**       Yes/No

---

## **EMPLOYEE ACKNOWLEDGEMENT STATEMENT**

By my signature below I acknowledge that I have received and have had an opportunity to review the copy of my job description.

I understand all my job duties and responsibilities and I am able to perform the core responsibilities as outlined.

I understand that the job description is intended to describe the general nature and level of work performed by me and is not a complete list of responsibilities, duties, and skills required of me in this position.

I understand that my job may change on a temporary or regular basis according to the needs of my location or department without it being specifically included in the job description.

I further understand that future performance evaluations and merit increases to my pay are based on my ability to perform the duties and responsibilities outlined in this job description to the satisfaction of my immediate supervisor.

I recognized that the job description is used by the employer and the employee to clarify expectations regarding reporting relationships, qualifications, physical requirements and essential duties.

If I have any questions about job duties not specified on this description that I am asked to perform, I should discuss them with my immediate supervisor.

This is not a contract or enforceable promise or guarantee of any kind, of any specific terms or conditions of procedural rights, and that any or all portions of this procedure may be amended or eliminated from time to time without advance notice.

### **Acknowledgement Signatures**

Employee Printed Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_