

**JOB TITLE: TNT Recreation Program Assistant**

**Job Summary:**

Twist 'N' Tumble (TNT) is seeking a highly qualified candidate for a TNT Recreation Program Assistant. This person will oversee all recreation programming for the TNT Gym, this includes but is not limited to: recreation gymnastics, 2-5 year old recreation classes, recreation parkour.

Pay is \$26.00/hr, 40 hours per week Full-Time , 240-260 days per year  
Specific hours will vary including evenings and weekends

**Essential Functions of the Job include but are not limited to the following:**

Gym Responsibilities

- Oversee the recreational programs including but not limited to recreation gymnastics, 2-5 year old recreation classes, parkour recreation classes through Twist 'N' Tumble.
- Implement program curriculums Recreation
- Work with the Competitive TEAM Program Assistant to prepare the gym calendar for each session in a timely manner.
- Update My Skills Chart each session and ensure families, staff, and youth understand and properly utilize the platform
- Perform youth assessments, as needed.
- Regularly observe recreation classes to ensure they meet TNT's standards.
- Speak to parents regarding their youth's progression, and communicate with the youth enrichment administrative assistant regarding the youth's class levels.
- Coach recreation gymnastics, 2-5 year old recreation classes, parkour recreation classes throughout the week, when needed. Training is available.
- Work with the Competitive TEAM Program Assistant in coordinating camps, open gym, recreation and special events programs.
- Assist in scheduling birthday parties, including staffing & follow-up.

### Staffing

- Work with the Competitive TEAM Program Assistant in scheduling & evaluating coaching staff.
- Work with the Competitive TEAM Program Assistant in preparing, scheduling, and carrying out training for all TNT employees, at least every other month.
- Work with the Competitive TEAM Program Assistant in tracking, follow-up and implementing specialized training & on-boarding of new staff. Ensure all staff are up-to-date on certifications and licensing.
- Seek out & complete continuing education on recreation classes for gym spaces through USAG or other resources.

### Additional

- Assist in marketing campaigns, including social media, newsletters & TNT's website.
- Work closely with the Enrichment Coordinator to determine goals and direction of programs.
- Regularly update and meet with Competitive TEAM Program Assistant & any additional leadership coaching staff.
- Maintain a clean, safe working environment. Perform periodic equipment safety checks.
- Present a positive professional attitude that reflects the goals and mission statement of TNT.
- Other duties as assigned by the Community Education Leadership team.

### **Qualifications:**

- Preferred two years supervising or managing a recreational program and/or 5+ years coaching.
  - Must have or be willing to get current certifications in Safe Sport, USA Gymnastics Required Training, CPR, First Aid & AED.
  - Ability to relate effectively with diverse groups of people from all socio and economic backgrounds of the community.
  - Must have a positive attitude, be a self-starter, team player, and have attention to detail.
  - Must have sufficient strength, agility and mobility to perform essential functions.
  - Highly effective communication, interpersonal & organizational skills.
  - Strong passion for inspiring children and individuals to achieve goals and overcome obstacles.
  - Willing to work irregular hours, including nights & weekends.