



The City of El Cerrito Recreation Department

Invites applications for the position of **Gymnastics Coach (Part-Time)**

Compensation: \$11.60 - \$19.47 per hour (temporary and non-benefited)

THE POSITION

The Gymnastics Coach (Part-Time) is a position which assists the Gymnastics Head Coach with the planning, organization and coordination of recreational gymnastics classes and camps.

The position receives general supervision from the Community Services Supervisor. The current part-time position exists in the Recreation Department-Youth Division.



EXAMPLES OF ESSENTIAL DUTIES

- Help execute the lesson and skill development plans while providing input into enhancing workouts.
- Interact with recreation staff and participants and possibly provide customer information.
- Assist with variety of program and activity support such as getting supplies and equipment, setting up certain equipment, directing participants during events, and overseeing cleanup of facility.
- Perform related duties and responsibilities as required

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

- Variety of recreation activities, including a background in gymnastics.
- Knowledge/abilities related to gymnastics, including ability to spot children.
- Conduct and participate in recreation activities.
- Assist with related clerical duties.
- Demonstrate good customer service and staff relations.
- Maintain physical and mental capacities appropriate to the performance of assigned duties and responsibilities

Experience: Not required

Education: Must be at least a high school student

WORK SCHEDULE

Depending on season, 10-25 hours per week. Regular Monday-Friday shifts.

APPLICATION PROCESS

Application materials may be obtained from the Human Resources Division, City of El Cerrito, 10890 San Pablo Avenue, El Cerrito, CA 94530; by calling (510) 466-5005; or at www.el-cerrito.org/apply.

Application materials should be mailed or hand delivered to the Human Resources Division; or signed and scanned application forms and materials can be emailed to jobs@ci.el-cerrito.ca.us.

Final Filing Date: Open Until Filled

EVALUATION & SELECTION PROCESS

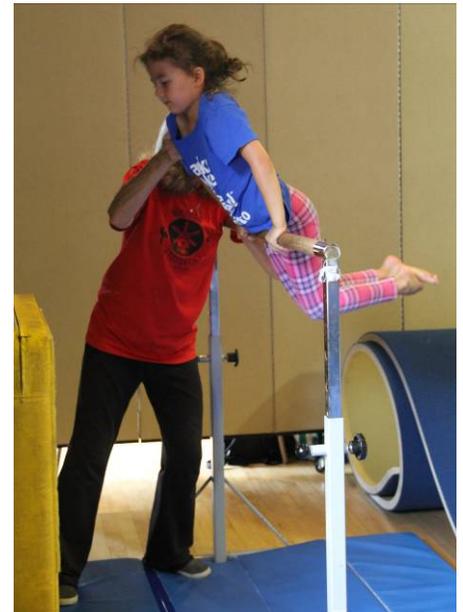
The evaluation and selection process consists of an initial application screening and those persons deemed to be best qualified will be considered by the department for final review and appointment.

Candidates must successfully pass a background check including fingerprinting.

In accordance with the federal Americans with Disabilities Act (ADA), if special accommodations are necessary at any stage of the selection process, please contact the Human Resources Office. Medical documentation must be provided upon request.

“The City of El Cerrito is an Equal Opportunity Employer”

Information contained in this announcement is subject to change without notice.



OPEN: January 14, 2016

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CLOSES: Open Until Filled