

# Girls Recreation Department Leader

## Position Summary

The Recreation Department Leader is responsible for the overall leadership, growth, and daily operations of the Recreation Program. This individual is expected to lead by example, develop and support coaching staff, maintain exceptional customer service, and ensure that every class provides a safe, organized, educational, and fun experience for our athletes and families.

The Recreation Department Leader plays a key role in maintaining the high standards and positive culture that define Mills Gymnastics.

## Qualifications

The ideal candidate will:

- Have a genuine passion for coaching and working with school-age children.
- Demonstrate exceptional leadership while maintaining a positive, encouraging attitude.
- Serve as a professional role model for staff.
- Communicate effectively with parents, athletes, coaches, office staff, and ownership.
- Be highly organized and able to manage multiple responsibilities simultaneously.
- Complete all paperwork accurately and on time.
- Use work time efficiently and effectively.
- Build positive relationships with staff, students, and families.
- Be dependable, accountable, and solution-oriented.

## Leadership Responsibilities

- Lead, supervise, and support all Recreation Department staff.
- Assist with hiring, interviewing, onboarding, and termination when necessary.

- Observe, mentor, and coach staff on a regular basis.
- Conduct formal staff evaluations a minimum of twice per year.
- Develop staff through continuous education and coaching.
- Foster a positive team culture through recognition, encouragement, and staff appreciation initiatives.
- Conduct regular 5-minute staff check-ins.
- Coordinate and oversee new hire training.
- Develop, update, and implement staff training materials.
- Utilize Flip Biz and other company training systems.
- Conduct monthly First Aid refreshers.
- Lead monthly Recreation staff meetings and educational refreshers.
- Stay current with industry trends by attending coaching and management trainings.
- Identify additional educational opportunities for staff development.

## Program Development

- Plan, organize, and oversee weekly themes and lesson plans.
- Ensure themes rotate approximately every two weeks.
- Maintain high-quality classes that are structured, engaging, educational, and fun.
- Develop new class offerings and improve existing programs based on enrollment, feedback, and performance.
- Coordinate Summer Camp clinics and school-year specialty clinics.
- Collaborate with the Preschool/Ninja Department Leader on:
  - Olympic Week
  - Annual program planning
  - Testing weeks
  - Special events
  - Seasonal themes

## Staff Management

- Monitor staff attendance and time-off requests.
- Ensure lesson plans are submitted on time.

- Track coaching performance and professional growth.
- Assist staff with classroom management and child behavior strategies.
- Complete and review incident reports as needed.
- Ensure move-up procedures are followed consistently.
- Maintain accurate staff documentation.

## Parent & Customer Communication

- Build positive relationships with families.
- Communicate monthly updates to Recreation families.
- Highlight upcoming events, skill of the month, and program expectations.
- Respond promptly and professionally to Recreation-related parent concerns and complaints.
- Communicate directly with parents regarding behavioral or class concerns.
- Maintain accurate Parent Communication Logs.
- Coordinate postcard and family communication initiatives.

## Operations & Administration

- Complete all required administrative paperwork accurately and on time.
- Maintain organized records and tracking systems.
- Monitor class enrollment, waitlists, and openings.
- Add, cancel, or adjust classes based on enrollment needs.
- Communicate all class and coaching changes to the office and update the department tracking spreadsheet.
- Complete weekly timesheets no later than Monday at 10:00 a.m.
- Maintain and update the North Gym Recreation bulletin board with current, relevant, and engaging information for families.
- Staff Friday Night Open Gyms.

# Business Growth

- Continuously evaluate program performance and identify opportunities for improvement.
- Recommend new classes, programs, and services that support business growth.
- Meet regularly with ownership to review enrollment, financial performance, and departmental goals.
- Assist in achieving departmental growth and retention objectives.

# Performance Expectations

The Recreation Department Leader will consistently:

- Lead with integrity and professionalism.
- Model the culture and expectations of Mills Gymnastics.
- Communicate proactively.
- Hold staff accountable while supporting their success.
- Maintain a safe, positive, and welcoming environment.
- Demonstrate initiative and strong problem-solving skills.
- Be committed to continuous improvement for both the department and the overall organization.

- **Compensation & Position Expectations**

- **Position Type**

- Hourly, Non-Exempt
- Up to **32 hours per week**

- **Starting Compensation**

- **Starting Pay:** Based on experience
- Paid Time Off (PTO)
- Holiday Pay
- Health and Dental Insurance (50/50 split)

- Company matched retirement program
- Additional compensation opportunities may be available based on company policies and performance.

- **Work Schedule Expectations**

- The Recreation Department Leader is expected to maintain a consistent coaching presence while fulfilling management responsibilities.

- **Coaching Requirements**

- Coach **4 weekday evenings (Monday–Friday)**.
- Coach **1 weekend shift (Saturday or Sunday)**.
- Work **5 Recreation/Tumbling coaching shifts per week**.
- During each coaching shift, teach as many classes as scheduling allows (typically **2–3 classes per shift**).

- **Management Responsibilities**

- Management responsibilities should be completed efficiently while remaining actively engaged on the gym floor.
- As a general guideline:
- **Management duties should not exceed approximately 60% of total scheduled work time.**
- The Recreation Department Leader is expected to remain visible, accessible, and actively involved with athletes, families, and staff throughout each workweek.
- The ideal leader balances administrative responsibilities with hands-on coaching and staff mentorship, ensuring they remain connected to both the program and the team they lead.