

# THE YOUNG MEN'S CHRISTIAN ASSOCIATION OF BRISBANE

## Job Description

Current as at: October 2016

### COMPETITIVE and DEVELOPMENT LEADER

#### YMCA Victoria Point Gymnastics

<b>POSITION LEVEL</b>	Permanent , full-time - Fitness Industry Award 2010
<b>REPORTS TO</b>	Programs Manager or other person who may, from time to time be nominated
<b>RESPONSIBLE FOR</b>	Step1-10 Gymnastics Coaches, Assistant Coaches and participants in Gymnastics Class
<b>POSITION SUMMARY:</b>	This position will be responsible for the development and coordination of the Centre's step 1-10 gymnastics program including classes, identification of gymnasts for competitive squads and supervision and support of a team of gymnastics coaches. The position will also coach gymnastics classes and complete administrative tasks as directed.
<b>PRIMARY TASKS, DUTIES AND RESPONSIBILITIES</b>	<p><b>1. <u>Competitive and Development Leader</u></b></p> <p><b>1.1</b> Implement and maintain innovative and quality gymnastics programs that meet the requirements of Gymnastics Queensland Club 10 and align with the YMCA mission statement;</p> <p><b>1.2</b> Undertake the assessment of new gymnasts and assist with advising gymnasts in relation to their progression including recommendations regarding change of classes and levels;</p> <p><b>1.3</b> In consultation with the Centre Manger or other nominated person, organise and coordinate all components of competitive gymnastics events for the Centre as required and including:</p> <ul style="list-style-type: none"> <li>• Volunteers</li> <li>• Canteen</li> <li>• Entry to competitions</li> <li>• Competitive uniforms</li> <li>• Rostering of judges for competitions</li> <li>• Design or adjustment of the scoring software</li> <li>• Medals and trophies orders</li> <li>• Marketing and promotion of competitive events</li> <li>• Rotation on the gym floor during competition;</li> </ul> <p><b>1.4</b> Design and implement retention strategies that will improve the satisfaction level of gymnasts;</p> <p><b>1.5</b> Effectively communicate with gymnasts, parents and other stakeholders;</p> <p><b>1.6</b> Complete administrative tasks including but not limited to:</p> <ul style="list-style-type: none"> <li>• Gymnastics curriculum development implementation</li> <li>• Class rotations and equipment rosters for classes</li> <li>• Step 1-10 parent notices</li> <li>• Holiday programs and training (if required)</li> <li>• Term timetables in liaison with the Programs Manager;</li> </ul> <p><b>1.7</b> Participate in special events such as open days, launches, seminars, functions and other special promotional events for the Centre;</p> <p><b>1.8</b> Raise the public image for the YMCA in the local community ensuring a positive, friendly and accessible environment for all;</p> <p><b>1.9</b> When necessary, represent the YMCA at an industry or sector level.</p> <p><b>2. <u>Staff Coordination</u></b></p> <p><b>2.1</b> Assist the Programs Manager with staff coordination tasks as required including but not limited to:</p> <ul style="list-style-type: none"> <li>• staff rosters and checking coaches' availability</li> <li>• fill or find fills for classes when coaches cannot take a class</li> <li>• performance feedback and annual performance reviews for step 1-10 coaches</li> <li>• on-the-floor shadowing of junior coaches;</li> </ul> <p><b>2.2</b> Ensure coaches actively promote the YMCA and other YMCA programs before, during and after classes.</p>

	<p><b>3. <u>Gymnastics Coaching Duties</u></b></p> <p><b>3.1</b> Ensure the timely set-up of gymnastics equipment and commencement of the class including:</p> <ul style="list-style-type: none"> <li>• checking of the program</li> <li>• preparation and safety check of equipment</li> <li>• welcoming of participants</li> <li>• timely commencement of warm-up activities;</li> </ul> <p><b>3.2</b> Teach competitive gymnastics through the use of suitable progressions and lesson plans in accordance with the YMCA’s Mission statement and the requirements of Gymnastics Australia;</p> <p><b>3.3</b> Prepare gymnasts for testing or competition within the time frame of the coaching plan;</p> <p><b>3.4</b> Assist with the supervision of children during warm up and ensure safety of all children in your charge;</p> <p><b>3.5</b> Ensure that all rolls are marked;</p> <p><b>3.6</b> Undertake the pack-up of equipment and tidy up after sessions;</p> <p><b>3.7</b> Develop and implement storage and pack up procedures for gymnastics equipment;</p> <p><b>3.8</b> Ensure fire exit doors remain free of equipment and are accessible at all times.</p> <p><b>4. <u>General</u></b></p> <p><b>4.1</b> Maintain the work environment so as to minimise risk to both customers and staff;</p> <p><b>4.2</b> Report identifiable risk so that immediate action can be taken;</p> <p><b>4.3</b> Comply with the YMCA’s Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document;</p> <p><b>4.4</b> Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff and clients;</p> <p><b>4.5</b> Maintain the Quality System and report any deviations from the intended system;</p> <p><b>4.6</b> Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the “YMCA Quality Manual”;</p> <p><b>4.7</b> Be aware of and implement the YMCA’s Safeguarding Children and Young People Policy;</p> <p><b>4.8</b> Continually monitor the cleanliness, safety, security and presentation of the Gym/Centre in conjunction with all other staff;</p> <p><b>4.9</b> Any other duties within the scope of this role and as determined by the Centre Manager or Chief Executive Officer from time to time.</p>
<p><b>SELECTION CRITERIA (REQUIRED SKILLS, KNOWLEDGE AND EXPERIENCE)</b></p>	<ol style="list-style-type: none"> <li><b>1.</b> Gymnastics coaching qualifications and current accreditation as a gymnastics coach with Gymnastics Australia or industry equivalent and relevant experience in a similar role with staff supervisory experience;</li> <li><b>2.</b> Knowledge and practical experience in all aspects of gymnastics, including demonstrated programming experience and judging accreditation;</li> <li><b>3.</b> Excellent communication and interpersonal skills;</li> <li><b>4.</b> Excellent planning, prioritisation and organisational skills;</li> <li><b>5.</b> Sound knowledge of computer systems including the Microsoft Office suite of programs;</li> <li><b>6.</b> Ability to build rapport with customers and other stakeholders;</li> <li><b>7.</b> Ability to work both autonomously and as part of a team;</li> <li><b>8.</b> Demonstrated results orientation, sound judgement and problem solving skills;</li> <li><b>9.</b> Sound knowledge of local and international gymnastics development trends;</li> <li><b>10.</b> Current Senior First Aid and CPR Certificates;</li> <li><b>11.</b> Current positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;</li> <li><b>12.</b> Achievement of an annual YMCA Safeguarding Children Training Certificate.</li> </ol>

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