

# POSITION DESCRIPTION

## Gymnastics Head Coach



Position Title	Gymnastics Head Coach
Group	Fitness and Recreation
Modern Award / Agreement	Fitness Industry Award 2010
Classification Level	Level 4A
Position Status	Permanent, full-time
Reports to	Assistant Centre Manager
Supervises	Gymnastics Coaches, Gymnastics Trainees

### About the YMCA of Brisbane

Formed in 1864, the YMCA of Brisbane services over 10,000 members of the community every week and operates programs from over sixty-five sites in South East Queensland. The YMCA works from a base of Christian values to provide opportunities for all people to grow in body, mind and spirit. The services we provide at the YMCA help fund the benevolent arm of the organisation, Y-Care (South East Queensland) Inc. We are guided to achieve our mission by four key values: honesty, respect, caring and responsibility.

### Industry Sector

The YMCA is one of the largest providers of sport and recreation in Queensland. We offer recreational and competitive classes weekly in Kindergym, Recreational through the Steps Program as well WAG, MAG and Gym Fit for teenagers.

### Position Summary

This position will be responsible to coach gymnastics classes as required by the Gymnastic Coordinator. To coordinate and develop gymnastics programs and staff, to assist with talent identification of gymnasts for competitive squads and complete administrative tasks as required.

### Duties and Responsibilities

#### 1. Gymnastics Head Coach Duties

- 1.1 In conjunction with the Assistant Centre Manager, implement and maintain innovative and quality gymnastic programs in accordance with the YMCA Mission Statement;
- 1.2 Complete administrative tasks as delegated by the Assistant Centre Manager when required, including but not limited to:
  - Gymnastics Curriculum Development,
  - Class rotations and equipment rosters for classes,
  - Undertaking assessments,
  - KPI and database recording and reporting,
  - Planning, development and coaching of holiday programs if required,
  - Holiday Training.
- 1.3 Effectively communicate with parents and other stakeholders in association with the Assistant Centre Manager;
- 1.4 Design and implement retention strategies that will improve the satisfaction level of participants;
- 1.5 Ensure the program meets the requirements of Gymnastics Queensland Club 10;
- 1.6 Management of all gymnastics events including annual club championships, level testing and external competitions;

- 1.7 Participate in special events such as open days, launches, seminars, functions and other special promotional events for the Centre;
- 1.8 Raise the public image for the YMCA in the local community ensuring a positive, friendly and accessible environment for all;
- 1.9 Ensure ongoing maintenance and safety of all gymnastics equipment;
- 1.10 When necessary, represent the YMCA at an industry or sector level;
- 1.11 Continually monitor the cleanliness, safety, security and presentation of the Centre in conjunction with other staff;
- 1.12 Participate in training and professional development as required.

## **2. Gymnastics Coaching Duties**

- 2.1 To train competition level gymnasts and achieve state and national representation;
- 2.2 To ensure the safety of all children in your charge;
- 2.3 To teach gymnastics to children in accordance with the YMCA's Mission Statement and the requirements of Gymnastics Australia;
- 2.4 To teach appropriate and required skills through the use of suitable progressions and lesson plans and to prepare your gymnasts for testing or competition within the time frame of the coaching plan;
- 2.5 Ensure all rolls are marked and accounts, notices and newsletters are given out accordingly;
- 2.6 Ensure that if an accident happens all safety procedures are adhered to and an accident report form filled out
- 2.7 Maintain a current coaching accreditation;
- 2.8 Understand and maintain compliance with all YMCA policies and procedures and report any deviations from the intended system to your immediate supervisor;
- 2.9 Comply with all practices in the Managerial Policy and Practices Manual;
- 2.10 Record all anomalies in the non-conformance register;
- 2.11 If required, fill or find fills for classes when coaches cannot take a class;
- 2.12 Provide coaching and on the job training for staff within the gymnastics area as required to empower and equip staff to perform their duties to the best of their ability and in accordance with YMCA systems and procedures;
- 2.13 Formally evaluate coaches at least quarterly and conduct one to one feedback sessions on strengths, and areas for improvement;
- 2.14 Ensure sessions are documented and provided to the Assistant Centre Manager;
- 2.15 Ensure coaches actively promote the YMCA and other YMCA programs before, during and after classes;
- 2.16 Conduct regular staff meetings in order to ensure effective communication and consultation with staff;
- 2.17 Continually monitor the cleanliness, safety, security and presentation of the Gym/Centre in conjunction with all other staff.

## **Health, Safety and Environment**

1. Support the management of a workplace that supports diversity including gender, cultural and generational diversity; provide equal employment opportunity and foster a respectful, inclusive workplace;
2. Take reasonable care to ensure their own safety and health and that of others, and to abide by their duty of care provided for in the legislation;
3. Maintain the work environment so as to minimise risk to both customers and staff and report identifiable risk so that immediate action can be taken;
4. Comply with the YMCA's Work Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document;
5. Comply with the YMCA's ICT Policies and procedures, the Privacy Act and maintain confidentiality of all YMCA information, records and files;
6. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual";

7. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy;
8. Any other duties as determined by the Chief Executive Officer as required.

### Key Physical Requirements

1. Walking / standing – Constant
2. Sitting – Frequent
3. Squatting/ bending/kneeling – Constant
4. Working outdoors – Occasional
5. Fine motor skills (keying, typing) – Frequent
6. Gross motor skills (setting up, packing up) – Constant
7. Lifting/carrying up to 10kg - Frequent

(Key = Occasional 1-33%, Frequent 34-66%, Constant 67-100%)

### Position Requirements / Selection Criteria

*Essential:*

1. Gymnastics Advanced coaching qualifications, or industry equivalent;
2. Current Technical Membership with Gymnastics Australia;
3. Must have knowledge and practical experience in all aspects of gymnastics;
4. Sound knowledge of computer systems;
5. Excellent communication skills both written and verbal;
6. Excellent planning, prioritisation and organisational skills;
7. A passion for the gymnastics industry with an ability to build rapport with customers;
8. Ability to work both autonomously and part of a team;
9. Demonstrated results orientation, sound judgement and problem solving skills;
10. Proven commitment to delivering and improving the customer service experience;
11. Current Senior First Aid and CPR Certificates;
12. Certificate of Suitability in accordance with the Commission for Children and Young people and Child Guardian;
13. Currently possess, or be willing to obtain, a positive notice Blue Card in accordance with the Working with Children (Risk Management and Screening) Act 2000;
14. Achievement of YMCA's Safeguarding Children Training Certificate and complete annual refresher training.

*Desirable:*

1. FIG Level 2 or Advanced Silver coaching Qualification;
2. Judging Accreditation

### Approval

<b>Date Position Description Created / Revised:</b>	
<b>Position Description approved by:</b>	Chief Executive Officer
<b>Signed:</b>	
<b>Date of Approval:</b>	

## Acknowledgement and Acceptance of Position Incumbent

I acknowledge that I have received and reviewed a copy of the position description for the role of Gymnastics Head Coach.

I confirm that I fully understand all my job duties and responsibilities and that I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of my service without it being specifically included in the position description.

I have discussed any questions about this job description with my immediate supervisor prior to signing.

**Employee Name:** \_\_\_\_\_

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

**Employee Signature:** \_\_\_\_\_

**RETURN TO HR**

