

POSITION DESCRIPTION – COACH



POSITION TITLE	Coach		
LOCATION:	Wide Bay Gymnastics Club, Walkers Road, Urangan	REPORTS TO:	Recreational Coordinator or Competition Coordinator - relevant to rostered class
STATUS	Casual	DIRECT REPORTS	0
PD PREPARED BY:	Executive Committee	DATE:	10 August 2024

ABOUT WIDE BAY GYMNASTICS CLUB

Wide Bay Gymnastics Club Inc is a local non-for-profit organisation founded in 1988 to provide the local community with recreational and competitive gymnastics programs.

Club Vision: Empowering and inspiring young athletes to reach for the stars through the art of gymnastics by fostering a strong commitment and positive culture.

Club Mission: For the Wide Bay Gymnastics Club to be a successful not-for-profit organisation, continuing to provide professional and dynamic gymnastics programs to the Fraser Coast Community.

PRIMARY PURPOSE OF THE ROLE

Reporting to the Recreational Coordinator a Coach is tasked with delivering comprehensive gymnastics instruction to members, aligning with the Club's standards, as well as industry policies, programs, and guidelines.

KEY RESPONSIBILITIES

Culture and Leadership

- Actively promote the vision, values, principles and practices of the Club.

Coaching

- Implement and evaluate quality, safe, innovative and challenging programs tailored to individual skills and aspiration, in consultation with relevant coordinators.
- Adhere to current Club and industry policies, practices and guidelines when planning, delivering and evaluating programs
- Submit timely and accurate written reports to the coordinators as requested
- Attend events as required
- Attend and actively participate in coaching meetings when required

Communication and Liaison

- Build positive relationships with gymnasts and their parents/guardians
- Effectively communicate relevant information to gymnasts and their parents/guardians in a timely manner

- Promptly and effectively manage and resolve coaching-related issues as they are brought to your attention by gymnasts or their parents/guardians, in consultation with relevant coordinators
- Ensure gymnasts and their parents/guardians are aware of Club and industry policies, practices and guidelines

Safety

- Ensure injuries are promptly recorded and parents notified according to club, state, national and insurance protocols
- Ensure personal and gymnast awareness and compliance with Club and industry health and safety policies and procedures
- Ensure gym equipment is safe prior to use and comply with equipment safety reporting requirements
- Adhere to club safety and injury management practices and reporting requirements
- Ensure familiarisation with the Club’s emergency procedures
- First aid room is clean and tidy at all times

Building & Property

- Ensure work area is clean, tidy and stocked of needed supplies
- Ensure club buildings are clean, tidy and stocked of needed supplies
- Ensure club property and equipment is secured

Professional Development

- Ensure professional qualifications and industry knowledge are up-to-date
- Attend in-house safety, skills and development training as requested from time to time

Other Duties

- Compliance with all Club policies and procedures
- Other duties as directed

KEY RELATIONSHIPS

Internal	External
<ul style="list-style-type: none"> • Executive Committee • Club staff 	<ul style="list-style-type: none"> • Gymnasts/Parents/Carers

KEY PERFORMANCE INDICATORS

- Coaching reports are accurate and submitted on time
- No negative feedback is received from stakeholders
- Active steps are regularly taken or reported to improve own, gymnast, equipment and floor safety
- Minimal serious gymnast injuries (i.e. requiring immediate medical attention or hospitalisation)
- Low injury rate
- High level of personal and gymnast compliance with Club policies and procedures (including Workplace Health and Safety)
- High attendance and active participation in club meetings, training, and club events
- Take proactive steps to ensure professional qualifications and industry knowledge are up-to-date

RECRUITMENT AND SELECTION FOR THIS POSITION

PERSONAL QUALITIES	<ul style="list-style-type: none"> • Self-motivated • Positive outlook • Self-confident • Patience • High level communication skills • Adaptability • Leadership • Empathy
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> • Strong commitment to the gymnastics industry/sport • Ability to work unsupervised • Ability to work effectively as part of a team • Able to communicate effectively with people at all levels • Demonstrates a best practice approach
EXPERIENCE	<ul style="list-style-type: none"> • Coaching experience in recreational and/or competitive gymnastics
QUALIFICATIONS	<p>Required</p> <ul style="list-style-type: none"> • Current Gymnastics Australia Technical Member with a current and valid Coaching Accreditation • Current and valid Working with Children Check/Working with Vulnerable People/Blue Card <p>Desired</p> <ul style="list-style-type: none"> • Current First Aid Qualification Provide first aid (HLTAID003) - formerly Senior First Aid. • Current police check