

Position Description



Position Title	Gymnastics Coordinator
Agreement / Award	YMCA Staff Agreement 2015 – YMCA Whittlesea Inc
Classification	SS 3
Employment Status	As per Employment Contract
Division / Department	Y Leisure City
Direct Reports	Nil
Reports to	Gymnastics Director

POSITION SUMMARY

As a Gymnastics Coordinator, you will provide general administration assistance to the Gymnastics Director and team and be responsible for providing coaching direction, instruction and guidance to beginner and intermediate coaches. As the Gymnastics Coordinator, you will enjoy working in a team based working environment and have a genuine interest in upskilling our gymnastic coaches. You will plan and deliver challenging and developmentally appropriate gymnastics programs for children. Your excellent time management, fine detailed accuracy and excellent customer service will be given the opportunity to shine in a busy hands-on operational and administrative role.

A passion for gymnastics, the progression of students and development of coaching staff will propel the programs and support the team to be highly regarded and sought after. Your responsibilities will include Gymnastics program administration, staff rostering and assisting the management team to mentor, develop and upskill the coaching team. This position will be operationally hands on and will require the capacity to use negotiation skills to influence positive outcomes with participants and coaches. The Gymnastics programs are designed to be inclusive by catering to a diverse community and to ensure a high retention of quality coaches and consistency within the program.

DUTIES AND RESPONSIBILITIES

- Assist to recruit, induct, onboard, and manage a team of coaches by supporting them and increasing their engagement to the Y.
- Assist in mentoring, training and upskilling the professional development of the beginner and intermediate coaches
- Assist in supporting management to deliver programs in accordance with our Safeguarding Children and Young People Policy.
- Manage a variety of program administration tasks such as;
 - Instruct and interact with coaches, children and guardians providing effective direction, feedback and support.
 - Ensure thorough preparation by implementing lesson plans that promote group teaching methods, combining skill development with fun, physical activity and enhancing the developmental assets aspect of the gymnastic programs.
 - Keep abreast of new and innovative teaching techniques and share learnings with your team members.
 - Ensure all gymnastics classes have an appropriate warm up, structured session and cool down.
 - Participate and lead group warm up / cool down activities as part of a team where appropriate
 - May need to lead direction with coaches to ensure smooth rotations from one apparatus to the next.
- Regularly seek feedback insights gained from the team and the community to assist management in evolving the program strategies and optimise customer service experience through tailoring program changes and enhancements.
- Monitor email automation for online enquiries and action accordingly and manage database.
- Champion Y policies, procedures, and process to ensure compliance with the team
- Monitoring program area cleanliness to ensure a high quality and safe program space.
- Assisting with managing shift covers and program scheduling.

Reviewed by	Human Resources	Review Date	01/06/2023
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- Assist in the management and continued development of program growth and improvement, including lesson plans, professional development, upskilling and accreditation.
- Assist with administration of in-house events and on the day management.
- Contact point and liaison for coaching staff.
- Perform other duties as required and comply with reasonable directions.

KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Enrolment	Program enrolments and group booking database accuracy and maintained	Customer engagement	Increase customer satisfaction levels
Employee engagement	Staff retention remains high & low absenteeism	Personal motivation & drive	Self and team professional development
Communication & Collaboration	Clarity of messages and seeking feedback	Organisation & Coordination	Response times, feedback follow up, process development & preparedness to support

CAPABILITIES & ATTRIBUTES

- Able to develop effective working relationships by building credibility, respect, and rapport with internal and external stakeholders
- Clear, concise, and influential verbal and written communication skills
- Creative, resourceful, and pragmatic with a positive 'can do' and solution-focused attitude.
- Works autonomously under broad direction against the achievement of broad objectives
- Emotional intelligence, personal resilience, and tenacity
- Show initiative and exercise professionalism by contributing to a harmonious working environment that enhances work satisfaction and service delivery to Y Leisure City and beyond
- Model the organisation's values and associated behaviours

KEY SELECTION CRITERIA

Qualifications (pre-employment conditions)

- Current Employee Working with Children Check and National Police Check
- International police check if you have lived or worked outside Australia in the last 5 years
- First Aid and CPR
- Acceptance to complete the Y's Safeguarding Online training and NDIS Worker Orientation Module prior to employment.

Knowledge and Experience

- Recognised Gymnastics Victoria qualification or 3 years' experience in a similar role
- Experience in coordinating Gymnastics programs or coaching
- Excellent written and verbal communication and ability to engage with a diverse community
- Cooperative, proactive and collaborative approach to work
- Proven time management and organisational skills, with the ability to meet tight deadlines
- Demonstrated ability to collaborate with a wide range of internal and external stakeholders
- Demonstrated ability to manage workloads & prioritisation of duties.
- Competency using online software programs. Example: Microsoft Office Suite, Perfect Mind.

CONDITIONS OF EMPLOYMENT

- May be required to comply with any mandated vaccination requirements as amended from time to time
- Maintaining mandatory qualifications/requirements.
- Completion of induction as required (within first six weeks of employment)
- Comply with our [Safeguarding and Licensing Framework standards and our NDIS Practice Standards](#).
- Be able to work a flexible roster, including early mornings, nights and weekends if required.
- Attendance and active participation at Y meetings and training when requested.
- This position is subject to a 6-month probationary period.

MUST BE READ IN CONJUNCTION WITH THE Y WHITTLESEA'S HEALTHY WORKING CODE & ORGANISATION POLICIES

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