

Position Description



Position Title	Gymnastics Director
Agreement / Award	Y Whittlesea Enterprise Agreement 2024
Classification	CR 5.2
Employment Status	As per Employment Contract
Division / Department	Y Leisure City
Direct Reports	Gymnastics Coaches
Reports to	Centre Manager

POSITION SUMMARY

As the Gymnastics Director, you will provide proactive leadership in growing and developing the Gymnastics Program at Y Leisure City. Working with the Centre Manager, you will be responsible for the overall delivery of a high-quality program including all day-to-day operations, supervision, mentoring and training of gymnastic coaches. This position is also responsible for the financial performance of the program including reaching budgetary targets and expanding to reach marketplace potential.

You will always lead by example, provide exemplary customer service and build strong relationships with patrons of all ages.

This is a full-time role that requires some flexibility to work over 7 days and includes, evenings and some weekend work across a span of hours. This role will also include some service delivery acting as a Gymnastics Coach and/or Shift Supervisor.

DUTIES AND RESPONSIBILITIES

- Assist in the development, implementation and monitoring of plans for the strategic development of the gymnastics program at Y Whittlesea.
- Responsible for the day-to-day operations and delivery of the gymnastics program.
- Recruit, induct, onboard, and manage a team of coaches by supporting them and increasing their engagement to the Y.
- Provide inspirational leadership to build an effective team of coaches, overseeing the provision of high-quality coaching arrangements throughout the year.
- Monitor and appraise team members regarding their coaching and contribution to the program.
- Lead the process of rostering, timesheet approvals, Y-MAC compliance, training and qualification needs of your team.
- Develop gymnastics timetables that supports members' needs and meets target market.
- Undertake Coaching duties when required, providing a high level of member experience.
- Keep abreast of information regarding coaching techniques and practices by professional development seminars/workshops and through appropriate journals/bulletins and courses.
- Ensure equipment are maintained and used in a safe manner by all staff, members and visitors.
- Deliver programs in accordance with the Y's Safeguarding Children and Young People Policy.
- Develop and implement strategies to increase program attendance.
- Immediately respond to customer needs or concerns to ensure the quality of service meets agreed standards.
- Comply with legislative and organisational requirements.
- Engage in community strengthening initiatives.
- Ensure bookings, registrations and administrative paperwork is up to date and communicated to relevant staff.
- Conduct Budget preparation and manage the program budget.
- Champion Y policies, procedures, and process to ensure compliance with the team.

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KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Enrolment	Program enrolments and group booking database accuracy are 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.
- Possess autonomy to determine operational work priorities.
- 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)

- Recognised Gymnastics Coaching Accreditation.
- Current Employee Working with Children Check and National Police Check.
- International Police Check if you have lived outside Australia for more than 3 months in the last 5 years.
- Current 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 qualification or experience in a similar role.
- Experience in people management and leading a team.
- 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

- Maintaining mandatory qualifications/requirements.
- May be required to comply with mandated vaccination requirements as amended from time to time.
- 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 probationary period in line with your employment contract.

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

Reviewed by	Human Resources	Date Reviewed	17/02/2025
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