

Position Description



Position Title	Lead Gymnastics Coach
Agreement/Award	The Y Whittlesea Enterprise Agreement 2024
Classification	CR 4.1 – CR 4.2
Employment Status	As per Employment Contract
Division/Department	Y Leisure City
Direct Reports	Nil
Reports to	Gymnastics Director

POSITION SUMMARY

The Lead Gymnastics Coach plays a key role in the delivery of quality gymnastics programs at Y Leisure City. You will utilise your high level of gymnastics coaching experience to focus on leading 1-2 program streams within Gymnastics. You will support the program to continue to grow through maintaining a progressive and compliant approach to the learning and development of our gymnasts' and coaching staff. You will also have a genuine concern for and interest in the wellbeing and educational needs of children. You will plan, develop and deliver challenging and developmentally appropriate gymnastics programs for children, fostering strategies that encompass a strength-based approach to children's development.

DUTIES AND RESPONSIBILITIES

Lesson plan management:

- Review, update, plan, and development
- Ensure compliant and efficient implementation of lesson plans on fortnightly rotation
- Ensure lesson plans are developmentally progressive in aligning with testing skills and learning framework
- Commitment and understanding of The Y's philosophy in relation to gymnastic programs; educational and teaching standards.
- Keep abreast of new and innovative teaching techniques and share learnings with your team members.

Skills testing:

- Support and implement skill testing strategies for students
- Work with Gymnastics Director to revise and update skills as necessary
- Set expectation of skill completion and provide feedback to gymnast and coaches

Training and development:

- Have a mentor/supervisor accreditation or working towards one to support the training and development of new coaching staff and continued development of current coaches
- Work with Club Developer and Assessor (Director) to plan out and implement training plans for staff
- Be working towards attaining their Club Developer and Assessor accreditation to support development of training plans and be able to assess and sign off staff
- Display interest, enthusiasm, patience, respect and innovation to students and coaches.

Coaching:

- Run and manage their own classes as a coach within the wider gymnastics program
- Supervise and support gymnastics classes of an evening and weekend
 - Oversee coaching staff on shift
 - Oversee set up and pack up
 - Manage participant attendances and absences
 - Liaise and support students and families
 - Challenge and develop student's values and attitudes.
- Perform other duties as required and comply with reasonable directions

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KEY PERFORMANCE INDICATORS

KPI	Reference	KPI	Reference
Enrolment & retention	Program enrolments and group booking database accuracy are maintained. Participant retention remains high.	Customer engagement	Increase customer satisfaction levels and positive feedback
Employee engagement	Staff retention remains high & low absenteeism	Personal motivation & drive	Self and team professional development
Communication & Collaboration	Clarity of messages and seeking feedback. Strong and effective communication achieved	Compliance	Adhere to health and safety and promote a safe environment Adhere to Y-MAC compliance
Organisation & Coordination	Response times, feedback follow up, process development & preparedness to support	Quality of lesson	Effectiveness in planning and organising lessons

CAPABILITIES & ATTRIBUTES

- Ability to work autonomously under general supervision
- Possess strong verbal and writer communication skills.
- Strong organisational and time management abilities
- Passion for working with children and the ability to create a positive and inclusive environment for participants of all skill levels.
- Ability to resolve work issues with minimal reference to Supervisor.
- 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
- Able to develop effective working relationships by building credibility, respect, and rapport with internal and external stakeholders
- The role will be required to work weeknights and weekends. There is scope to vary and increase hours upon mutual agreement and operational needs.
- 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
- Gymnastic Australia Intermediate or Recreation Gymnastic Australia Silver or equivalent coaching accreditation
- Working towards Mentor / Supervisor and Club Developer and Assessor accreditation
- May require a judging qualification or ability to judge at the Y or competitions
- Completed a supervisors course or is qualified to assess qualifications
- Gymnastics Victoria Supervisors Online
- NDIS Worker Screening Check (if working in a risk assessed role)
- Acceptance to complete the Y's Safeguarding Online training and NDIS Worker Orientation Module prior to employment.

Knowledge and Experience

- Adequately experienced for the role in gymnastics coaching, preferably in a supervisor role.
- Strong knowledge of gymnastics techniques, safety guidelines, and coaching methodologies.

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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](#).
- 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