



POSITION DESCRIPTION – ADVANCED COACH

POSITION TITLE	Advanced Coach		
LOCATION:	Wide Bay Gymnastics Club, Walkers Road, Urangan 4655	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 Competition Coordinator an Advanced 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 ROLE 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.
- Prepare and submit timely annual, term and weekly programs as requested, including relevant competition schedules
- 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 competitions and 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

- Executive Committee
- Club staff

External

- Competition officials
- Gymnasts/Parents/Carers

KEY PERFORMANCE INDICATORS

- Coaching programs delivered are innovative and challenging, tailored to individual skills and aspirations
- Ensure that programs are accurately documented, submitted to the Competition Coordinator on time, and securely stored in the Club's cloud storage.

- No negative feedback is received from stakeholders at competitions and events (where relevant)
- Ensure a minimal level of negative feedback from stakeholders during competitions, events, and among club staff and members.
- 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 WHS)
- High attendance and active participation in club meetings, training, competitions 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"> ● Sound knowledge of gymnastic programs in Australia ● Good working knowledge of gymnastics skill progression for gymnastics within relevant program area/s ● Ability to work unsupervised ● Ability to work effectively as part of a team ● Able to communicate effectively with officials, gymnasts and their parents/guardians ● Demonstrates a best practice approach ● Organised
EXPERIENCE	<ul style="list-style-type: none"> ● Minimum 3 year's Gymnastics Coaching experience
QUALIFICATIONS	<p>Required</p> <ul style="list-style-type: none"> ● Current Gymnastics Australia Technical Member with Advanced Coaching Accreditation or above ● 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 ● Current police check