



POSITION DESCRIPTION

Position Title:	Gymnastics Coach IDS / WAG & Duty Management - Advanced Silver (FIG2)*
Classification / Grade:	SS 5
Employment Status:	Permanent 25 hours per week
Department:	Gymnastics -Stream Co-ordination IDS/MAG/WAG
Qualifications:	<ul style="list-style-type: none"> ● Gymnastics Australia Advanced Silver qualifications accreditation (FIG2) ● Gymnastics Australia/ Gymnastics Victoria Child Protection Training Certificate ● Gymnastics Victoria Manual Handling for Gymnastics Course ● Level 2 First Aid HLTAID003 / HLTAID001 CPR annually updated ● Current Technical Membership with Gymnastics Victoria (renewed every 12 months) ● National Police Record Check – maintained every 3 years ● Working with Children Check-Employee Card – maintained every 5 years ● Satisfactorily completed Safeguarding Children and Young People Online Course – maintained every 3 years and ● Annual Safeguarding Children and Young People update training ● YMCA Duty Manager Training as part of the Induction Process
Minimum Requirements:	<ul style="list-style-type: none"> ● Previous experience or willingness to work in a sport and recreation environment with children and young people ● Minimum 2 years experience coaching Australian Levels 6–10
Reports to :	Head Coach

The YMCA Movement

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. YMCA Geelong celebrated more than 65 years of community service across the greater Geelong region.

YMCA's across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in our future focus, growing in its impact on community and which values its people.

YMCA Geelong Inc.

YMCA Geelong Inc. has a proud history of serving Geelong and district for over 65 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.



The YMCA is committed to the improvement of the communities in which it works as reflected in our Vision -**YMCA makes a difference to people's lives providing healthier, happier, connected communities.**

While our focus is on our community we use our belief statement

We believe in the power of inspired young people

to actively guide our behaviours, vision and mission to ensure that young people are given a voice in our organisation. They are supported to be the best versions of themselves and with shared leadership through inter-generational support and opportunities to develop we can truly see young people as the future.

We employ more than 150 people (63% are under the age of 25) in administration, management and service delivery roles across our operations at Camp Wyuna, Newtown, North Geelong and Bannockburn.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connected Geelong.

As a leading provider community sport and recreation organisation in the Geelong community, we aspire to be a child safe, family friendly organisation and have in place policies and procedures that govern the way in which we work.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

Facility Description

The YMCA Newtown Stadium was opened in 1996. It is one of the major sports centres in the Geelong region. The Centre hosts a number of prominent sporting associations:

- Southside Netball.
- Geelong YMCA Basketball Club
- Geelong YMCA Gymnastics program

The facility comprises of two courts and gymnastics facility.

Basketball	Netball
Holiday program	Gymnastics program
Birthday Parties	Special needs programs
Casual hire	Schools programs

YMCA North Geelong is a satellite Gymnastics program at the Arena Complex in North Geelong. Along with Newtown Stadium, it is one of the major Gymnastics Centre's in the Geelong region. The YMCA hosts a number Gymnastic programs that will be transitioned to be managed and administrated through centralised systems based at Newtown.

The facility comprises of one gymnastics facility set up predominately for the conducting of recreational and competitive gymnastics classes.

Whilst YMCA North Geelong is predominately set up for the conducting of gymnastics programs and conducts, competitive, recreational, pre-school, school, special education, birthday parties and activities, it is our expectation that other sport and recreation programs



be developed and conducted from the venue.

Program Background

YMCA Geelong Gymnastics Club is affiliated with Gymnastics Victoria and is a leading club with more than 1500 members across our program.

We cater for children from 6 months of age through our YMCA Edgym classes through to a pathway recreational programs; Gym Safe, Gym Star and for those who wish to pursue competitive gymnastics we offer the Australian Levels Programs in Women's and Men's Artistic Gymnastics.

Position Summary

As a member of the coaching staff at YMCA Geelong, this position requires you to work as part of a large team committed to the goals and mission that actively fosters community participation and involvement. As a Gymnastics - Gymnastics -Stream Co-ordination IDS/MAG/WAG at YMCA Geelong, you will be required to possess knowledge and understanding of Gymnastics Australian Levels Program for children 4-17 years of age and ensure all patrons receive the highest possible level of instruction. An employee at this level works under direct supervision with specific instructions and procedure after appropriate in house training.

You will be coaching at International Development Squad level and any of the following Artistic Gymnastics at ALP Level 6-10, MAG/WAG. Your position will require you to organise camps, training schedules. You will also be required to liaise with pilates and physiotherapy services as a co-ordination partner. Further education, training and workshops will be required to be undertaken to ensure professional development. The position requires the successful candidate to perform Duty Manager role.

Key Responsibilities

The Gymnastics - Senior Coach will be directly accountable and responsible for the following:

- Act as the Duty Manager and will be rostered a minimum of four Duty Management shifts per week
An employee at this level holds a qualification and utilises the skills and knowledge derived from the courses relevant to the work undertaken at this level
- Oversee the recruitment process, train and evaluate competitive gymnastics staff
- Provide the Program Co-ordinator Sport and Recreation, with feedback on the competitive staff roster, ensuring all classes are appropriately staffed
- Conduct 6 monthly coach assessments on competitive coaches
- Carries out work associated with the classification of specialist
- Demonstrate an ability to train or develop programs for special groups
- Exercises high levels of initiative and judgment with broad instruction in the performance of their duties. Required to supervise Beginner –Advanced coaches where requested
- Attend YMCA Gymnastics coaching meetings and other relevant networks.
- Attend all staff meetings and training sessions where appropriate.
- Developing and implementing high safety standards for lesson plan Communicate effectively with supervisor and other coaching staff.
- Co-operate with YMCA with respect to legislative occupational health and safety requirements and the 'YMCA General Health and Safety Guidelines'



- Perform other duties as directed by the supervisor and in line with centre/site objectives
- Work with Program Co-ordinator Sport and Recreation and Manager to develop term timetables
- Develop and maintain apparatus rotation timetable
- Troubleshoot issues that may arise on the gym floor i.e staff, equipment, parent queries.
- Liaise with Program Co-ordinator Sport and Recreation for all special events
- Address and mentor Program Coordinator with parent queries and concerns
- Attend YMCA Gymnastics Taskforce meetings and other relevant networks
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- Coach National gymnastics program in accordance with prepared lesson plans and in line with Gymnastics Australia skill development matrix and coaching standards.
- Direct involvement with the provision of service delivery for the YMCA Gymnastics program.
- Work with other staff in regards to programs, equipment set up and pack up and safe equipment usage and allocation.
- Communicate with parents and carers about their child's development. Providing high-level customer service.
- Prepare progression report of gymnasts on a 6 & 12-month basis
- To act in a mature, reliable and professional manner towards the centre and participants.
- Ensure classes start and finish on time.
- To show interest and enthusiasm in your coaching.
- To be bright, cheerful and encouraging when coaching.
- Ensure qualifications are updated and maintained.
- Ensure children are gaining maximum benefit from their classes, engaged and are physically active 90% of their classes.
- To arrive on time to set up equipment for each shift in preparation for the classes.
- Ensure thorough preparation for each class and provide a high standard of instruction.
- Keep abreast of new and innovative teaching techniques, this may mean attendance at YMCA Geelong professional development sessions.
- Assess regularly when children are required to progress to the next level when necessary and communicate changes through to administration.
- Ensure each individual is given adequate attention and classes are managed in a way that encourages participation and engagement of the children
- Involvement with assisting with the YMCA Development Coaches Program as required.
- Keep accurate records of all classes taught and students in classes – mark attendance role for each class
- Handout all information to class participants as outlined in your role folder.
- Maintain responsibility for assigned classes, find replacement if unable to teach, and telephone change through to the Centre. Comply with procedures for safety, training corrective and preventative action, customer complaints.
- Complete the online Safeguarding Children and Young People Training.
- Complete Gymnastics Victoria Manual Handling Course and Children Protection Online Course.

General Professional Requirements

- Read, understand and implement to YMCA policies and guidelines around the safety of children as outlined in the YMCA's Safeguarding Children and Young People Policy.
- Works as part of a team and shows professionalism.
- Ensure you are welcoming to all families who enter the facility



- Be punctual in both attendances of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation, personal grooming and adhere to the uniform policy.
- Model effective problem solving and conflict negotiations
- Be committed to maintaining the work area in a clean, safe and presentable state
- Conduct yourself in a manner consistent with the values of the YMCA; Honesty, Responsibility, Caring and Respect
- Comply with and be committed to the maintenance and development of the YMCA Quality Assurance System
- Adhere to work instructions and guidelines within departmental area manuals
- Adhere YMCA Code of Conduct Policy
- Adhere to the guidelines of YMCA's Safeguarding Children and Young People Policy
- Take reasonable care of your own health and safety, and for the health and safety of others
- Provide YMCA Geelong with a current copy of Technical Membership and Qualifications on an annual basis.

Workplace Health, Safety and Environment

- Take reasonable care for your own health and safety, and the health and safety of others. This includes but is not limited to ensuring that under no circumstances physically performing technical skills of gymnastics other than that at your ability of a recreational level while coaching.
- Be responsible for creating a healthy, happy and safe work environment.
- Comply with all legislative OHS requirements, and YMCA OHS policies and procedures.
- Report all safety, hazards, maintenances and security issues to the area Coordinator, Duty Manager or Centre Manager.
- Be prepared to contribute recommendations to the OHS Committee, and provide feedback on OHS Policies and Procedures as required.
- Recognise that cleanliness and organisation provides a more effective workplace.
- To enable the YMCA to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues, which may impact your ability to safely perform your role.

Safeguarding Children and Young People

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the YMCA Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and Procedures during your induction process. The main responsibilities of your position at YMCA Geelong with regards to Safeguarding Children and Young People are as follows:

- Promote a welcoming and safe environment for children and young people.
- Promote the safety and wellbeing of children and young people to whom we provide services.
- Ensure that your interactions with children and young people are positive and safe.
- Provide adequate care and supervision of children and young people in your care.
- Act as a positive role model for children and young people.



Privacy & Confidentiality

YMCA Geelong is committed to the responsible collection, handling, storage, protection and destruction of personal information, as specified in the Privacy Act 1988. We respect the privacy of our participants, parents, staff, volunteers and other visitors to our facilities. YMCA Geelong adopts stringent procedures and practices in how we collect, handle, store, protect and destroy personal information and all employees and volunteers must follow these processes as part of your induction and ongoing employment. Any breach of process may result in a notifiable breach and damage the reputation of the YMCA and cause harm to our participant, patron or member.

Authority & Accountability

Ensure the equipment and environment is safe for patrons.

Immediately respond to customer's needs and concerns to ensure quality of service meets agreed standards.

Report to the Centre Manager with any queries, concerns, etc.

Gymnastics Senior Coach is authorised to respond to customer's needs and concerns to ensure quality of service meets agreed standards

Ensure performance standards during shift are maintained.

Identify hazards and ensure safety on site

Attend to First Aid Incidents, Minor or Major Incidents

Report all First Aid Minor or Major Incidents to the Site Manager.

Key Selection Criteria

Experience and or skills to effectively assist with the management of key aspects of the service including:

- Gymnastics Australia Advanced Silver Coaching qualification & current Technical membership.
- Experience in coaching levels 6- 10
- An understanding of the pathways in Australia for any of the following: MAG, WAG or IDS
- A knowledge of Gymnastics Australia and Gymnastics Victoria club information access to provide to Gymnastics Coaches and Program Coordinators
- Good communication skills
- Ability to engage children and young adults in a sport and recreation environment
- Enthusiastic approach to coaching

Physical Requirements of the Position

- The candidates for this position must meet YMCA Fit for Work requirements;
- Set up and pack up of equipment, crashmats, boxes, etc.
- Spotting athletes within their gymnastics skills
- Manual handling with and without aides



Experience Required

- Understand Advanced Silver gymnastics skills and willingness to work with children and young people
- Must have worked with level 6 – 10 skills and requirements

Conditions of Employment

- This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement 2008 and conditions outlined in the Letter of Appointment
- This position holds a SS5
- Must organise own reliable transport.
- Requires flexible work hours, typically shift vary within the span of hours – Clause 22.2 EBA 2008
- Required to hold and maintain current Technical Membership with Gymnastics Victoria.
- Hold a current Working with Children's Check- Employee (WWCC) if 18 years or over and has YMCA Geelong listed as Employer
- Acknowledge, implement and comply with YMCA Policies and Procedures (<https://geelong.ymca.org.au/who-we-are/ymca-policies>)
- Report any suspicious behaviors, concerns, allegations or disclosures of alleged abuse to management.
- Undergo National Criminal History Checks at the discretion of management
- Produce evidence of International Police Record Check if candidate has worked overseas in the past 10 years.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Undertaken Induction training session and Safeguarding Children and Young People Online training.
- Subject to a 24-week probationary period.
- Complete Disclosure of Pre-existing Injuries and Illness form and complete all onboarding forms and requirements and update employer should any medical condition/ injury/illness occurs throughout the duration of employment.

Approved by: Shona Eland
Position: CEO – YMCA Geelong
Date: 11.02.2019

Acknowledgement of Position Incumbent

I _____ acknowledge that I have read and understood the requirements of this position description.

Name: _____

Signature: _____ Date: _____