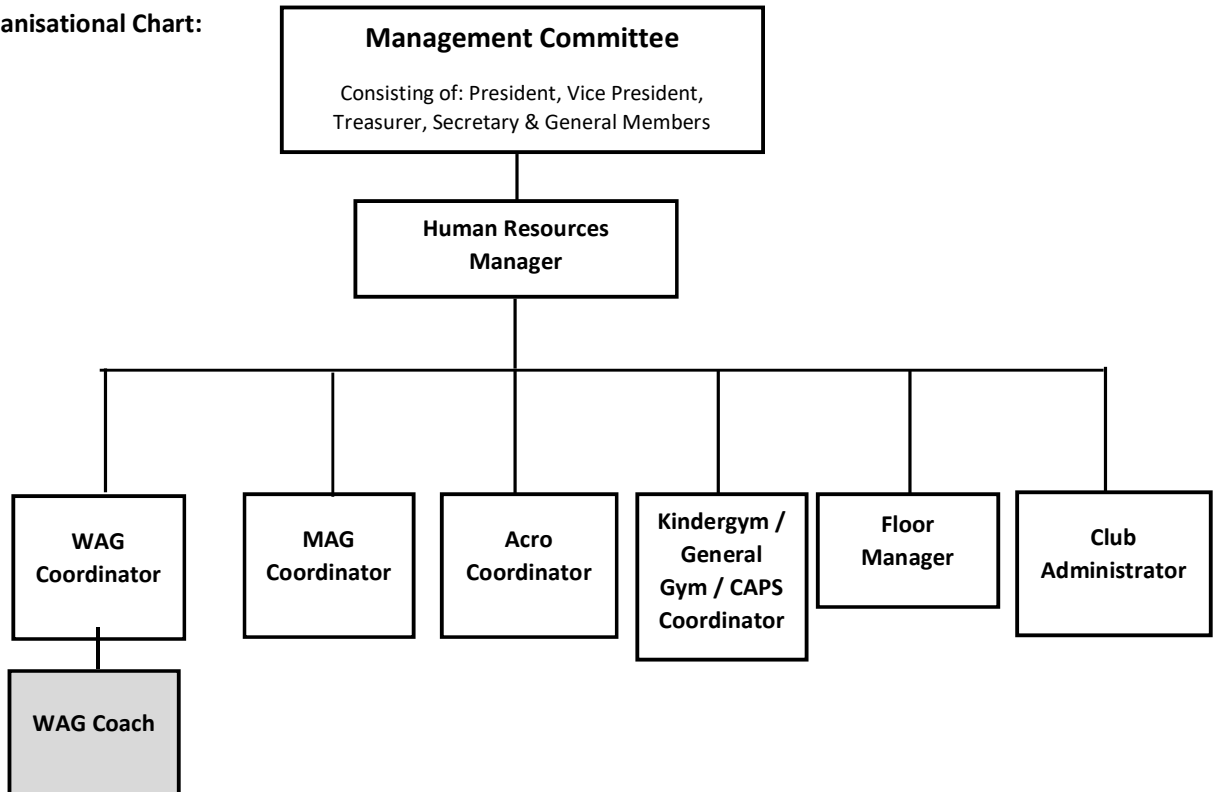


# POSITION DESCRIPTION

WAG COACH

<b>Position Title:</b>	WAG COACH
<b>Reports to:</b>	WAG Coordinator
<b>Position Responsible For:</b>	N/A
<b>Hours of Work:</b>	Full time Position working an average of 38 hours per week
<b>Salary / Rate of Pay:</b>	Dependent on skills and qualifications
<b>Location:</b>	Gladstone, Queensland, Australia
<b>Probationary Period:</b>	6 month probationary period from commencement date

**Organisational Chart:**



**About Our Club:**

Gladstone Gymnastics Club originated in 1977 by Anna Turetscheck, with only one coach and 12 gymnasts; in 2004 we moved into new facilities and now in 2018 we are one of the leading clubs in Central Queensland with over 600 members and 35 staff and the need to extend to allow for further growth. Our Club is a recognised competitive club and receives strong results at the State and National Championships. We also provide a recreational stream in all our disciplines for those who have a love for gymnastics but do not wish to compete. The club also holds and attends various Competitions, Workshops & Education Courses annually.

**Position Objective:**

Primarily responsible for coaching within the competitive WAG discipline and providing coaching support to the WAG Coordinator in line with the Queensland and Nationals Level Program. The WAG Coach is responsible for the training, conduct and discipline of gymnasts at all times when they are under his / her supervision. This position may be required to assist other disciplines from time to time depending on the Club's staffing levels and gymnast numbers within each discipline. This position will also assist the WAG Coordinator in the retention and continued growth of the WAG discipline.

**Roles and Responsibilities:**

This list is not exhaustive, and the role may change to meet the overall objectives of the Club.

Coaching

- Prepare, implement and evaluate quality, safe, innovative and challenging lesson plans tailored to individual skills and aspirations;
- Prepare and submit timely annual, term and weekly coaching plans as requested. Include relevant competition schedules;
- Be responsible for the conduct and discipline of gymnasts at all times when they are under his/her supervision;
- Supervise and monitor the activities of assistant coaches and address corrections where required appropriately;
- Adhere to current Club and industry policies, practices and guidelines when planning, delivering and evaluating programs;
- Assist the WAG Coordinator in the retention and continued growth of the WAG discipline;
- Organise PAD testing and reporting.

Events / Competition / Clinics / Workshops

- Attend competitions and events as required;
- Be responsible for the performance, conduct and discipline of gymnasts at all times when they are under his/her supervision;
- Competent knowledge of competition regulations and format before arriving at the competition;
- Knowledge of gymnasts' routine construction, level requirements and any qualification or level testing scores.

Communication and Liaison

- Develop a positive relationship with gymnasts, parents, volunteers, coaches, State Association Event Team, external stakeholders, management and committee members and communicate any relevant information to them.
- 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;
- Ensure gymnasts and their parents / guardians are aware of Club and industry policies, practices and guidelines.

#### Professional Development

- Ensure coaching accreditation, working with children card and first aid certificate qualifications remain up to date;
- Attend appropriate clinics/workshops to maintain and update coaching qualifications / accreditations and ensure relevant ongoing professional development.

#### Decision Making

- The WAG Coach shall have the authority to act on behalf of the Club on a daily basis in all matters where affirmed policy, procedures and regulations have been set;
- The WAG Coach shall be responsible for the prompt and professional referral of all matters to the Committee where he/she knows or believes, or ought to know or believe, that legal assistance may be necessary.

#### General

- To create and promote safety and a safe work environment at the Gladstone Gymnastics Club;
- To carry out assigned tasks inline with the Club's policies and procedures;
- Be familiar with the correct first aid and emergency procedures and comply with all incident reporting requirements;
- Attend regular staff meetings and conduct regular meeting within your discipline as needed;
- Ensure equipment is checked regularly, particularly prior to use and report any equipment maintenance that is required;
- Initiate and encourage improvements to Club programs and program management;
- Fulfil other duties as required by management and committee from time to time or as requested.

#### **Skills, Knowledge, Experience & Personal Attributes Required For This Position:**

##### Skills and Experience

- 2 years experience in either coaching Gymnastics, or alternatively have trained in your discipline;
- Ability to work unsupervised, cooperatively with others and adopt a best practice approach to your position.

##### Personal Attributes

- Professional appearance and manner at all times;
- Excellent communication skills across all demographics including at times confidentiality;
- Demonstrate leadership qualities;

- Self-confident, maturity and an ability to share a vision;
- Organisational and time management skills;
- Customer Serviced focused;
- Excellent attention to detail;
- Competent computer knowledge.

**Qualifications Required for this Position:**

- Current Gymnastics Australia Technical Member with Advanced Level or above Coaching Accreditation.
- Current Gymnastics Australia Beginner / Intermediate / Advanced Judging Accreditation in the WAG discipline.
- Current First Aid and CPR Certificate
- Working with Children Check (Blue Card)

**Additional Information:**

The Gladstone Gymnastics Club is an approved sponsor for the long stay sports visa and we are able to assist you with the immigration application and accommodation assistance where possible may be provided during the settling in period.

**How to Apply:**

Please send a cover letter, resume and relevant coaching qualifications via email to [tracey@gladstonegymnastics.org.au](mailto:tracey@gladstonegymnastics.org.au)