

Mission

To achieve each gymnast's full potential and enjoyment through exceptional coaching and management, in a child safe, friendly, and professional environment.

Job Description

Position Title:

Educational Gymnastics Coordinator

Position Purpose:

- To prioritise in every aspect of this role upholding WGC's strong commitment to promoting and protecting the interests and safety of children and maintaining WGC's zero tolerance for child abuse.
- To oversee a quality broad based gymnastics program at the educational level for both boys and girls.
- To ensure a safe and first-class gymnastics environment for gymnasts to enjoy learning technically correct gymnastics Skills.
- To coordinate a team of qualified coaches to teach educational gymnastics.
- To enhance each gymnast's physical, mental and personal development through:
 - an appreciation of teamwork
 - an opportunity to perform in competitions
 - an environment that encourages personal friendships
 - promoting a love of gymnastics
- To ensure participation and retention targets are achieved and maintained in all educational classes.
- To continually strive to improve our program
- To personally uphold as well as ensure all staff under your care adhere to WGC's fundamental, coaching and customer service principles and values.

Hours required per week – Full Time:

- 20 hours on the floor supervising
- 20 hours administration/management duties

Qualifications Required:

- Intermediate accreditation or above with Gymnastics Australia
- Working With Children Check
- First Aid and CPR
- Minimum 3 years coaching experience
- Administration/Management qualifications highly desirable

Desired Attributes:

- Passion for working with children
- Good communication skills and ability to work well in a team environment.
- Displays strong initiative and has good problem solving skills
- Displays strong organisational and time management skills
- Good leadership and the ability to motivate coaches in their team
- Shows a strong willingness to learn and improve
- Shows strong attention to detail
- Goes "above & beyond" the job when needed and rises to the occasion in challenging times

Key Duties:

- To personally uphold and instill in the coaches in your care the following **Coaching Values** for all Education coaching staff -
 - Keep the children safe
 - Clearly communicate expectations
 - Praise good behaviour
 - Let your enthusiasm rub off
 - Set challenges and encourage successes
 - Keep it fun and fresh
- To personally uphold and instill in the staff in your care the following **Customer Service Values** for all Educational coaching staff -
 - Integrity – see that your private behavior aligns with your public behavior. Avoid and actively stop others from teasing, bullying, venting, name calling etc.
 - Responsibility – when you receive a question, concern or complaint, you are responsible for seeing it to its resolution.
 - Win them over – put exceptional effort into winning over a dissatisfied parent and/or gymnast so that they become our strongest advocate.
- Organise Educational Events - Gym For All Competition and Display Day
- Organise Gymnast Testing (CoreSkills and GymSkills)
- Organise School Groups and Holiday Camps
- Prepare and Implement the Educational Coaches roster for all campuses
- Organise relevant, dynamic and valuable Educational Staff meetings (Coaches, Senior Coaches and Team Leader)
- Develop an in depth understanding of all the roles within the Educational Program team.
- Be aware and oversee prompt and appropriate responses to Educational parent concerns in conjunction with relevant Campus Coordinator, Team Leader and Coach.
- To effectively delegate as needed to Campus Coordinators, Team Leaders and Senior Coaches.
- To continually update/review Gymskills, GFA, CORESKILLS testing.
- To keep Management/Committee regularly informed on the status of the Educational Program.
- To oversee annual class allocations
- To complete all Term/Annual Checklists
- To strive for continual Improvement, by completing reviews of all aspects of program and using this information to plan for the future.
- To coordinate all Educational Staff reviews in addition to effective and regular feedback.
- To contribute to the recruitment process in conjunction with HR Manager
- Promote a love of gymnastics.

WGC Fundamental principles: – these values unify the club with a common purpose and intent:

- *Unconditional respect* – we work in an environment where respect is of utmost importance between coaches, children, parents and staff.
- *Reliability and Professionalism* – be responsible and reliable in all work tasks and see that club policies and procedures are adhered to in a conscientious way, ensuring all work responsibilities are completed in a professional manner.
- *Teamwork* – we believe it is vital to work together as a team through cooperation and helping one another wherever possible.

- *Open and Honest Communication* – being approachable and easy to talk to is vital for the continued success of the Club. If you have a concern, speak immediately and directly to the person involved.
- *Perpetual Growth and Initiative* – we strive to work in an environment where our employees and gymnasts are growing and learning.

Accountabilities:

The Educational Coordinator is accountable to the Human Resources Manager who is then accountable to the Accounts Administrator and Club Director who are accountable to the WGC committee.

Child Safe Statement:

WGC is committed to promoting and protecting the interests and safety of children. WGC has a zero tolerance for child abuse.

In accordance with the appropriate Australian Child Protection laws all candidates will be required to have a valid working with children's check. Selection of the successful candidate will include the results of child protection screening and relevant reference checks.

It is the responsibility of all staff to personally uphold WGC's child protection policies and actively promote a strong culture of child safety to achieve best practice including compliance with all GV, GA, State and National requirements.