

## Mission

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

# Intermediate Coach Job Description

## Position Title:

Educational Gymnastics Intermediate Coach

## Position Purpose:

- To provide 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 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 continually strive to improve our program

## Child Safe Statement:

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

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.

**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.

**Hours required per week:**

- ☐ 1-30 hours

**Qualifications Required:**

- Gymnastics Australia Intermediate coaching accreditation
- WWCC
- First Aid and CPR

**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.
- 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 the following **Coaching Values**
  - 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 the following **Customer Service Values**
  - 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.
- Promote a love of gymnastics.
- Ensure the smooth running of classes and class transitions.
- To provide suggestions and feedback on how we can improve the educational program.

**Accountabilities:**

Intermediate coaches are accountable to the Human Resources Manager and in addition accountable also to the WGC Club Director and WGC Accounts and Operations Manager, and ultimately to the WGC Committee.

### **Position duties checklist:**

- Be confident spotting skills from the intermediate spotting checklist and ask for guidance if unsure
- Attend workshops and participate in meetings to further your own professional development
- Be prepared for classes by knowing your lesson plans and rotations beforehand, and arrive ready to begin coaching on time, in correct uniform
- Take classes including,
  - running warm-ups and cool downs
  - explanations of circuits
  - demonstrating good class control, utilizing positive reinforcement, scanning and being in complete control of your class at all times
  - demonstrating good time management
  - using KCPs appropriate to the lesson plan and age of children
  - using upskills and downskills
- Demonstrate good customer service making sure to introduce yourself to new parents and gymnasts
- Demonstrate good safety awareness, ensuring all equipment is set up correctly and safely, report any safety concerns immediately
- Try to interact with children as much as possible e.g. give them feedback and encouragement
- Listen to feedback from other coaches on how you can improve
- Show continuous improvement and willingness to take responsibility for own learning
- Ask questions when unsure and show improvement each class
- Know and actively enforce policies e.g. toilet/drink break, pick-up/drop-off
- Ask questions when unsure and show improvement each class
- Communicate your availability and reply to admin emails, text messages, and calls in a timely manner
- When needed, find a fill in and inform the correct person
- Ensure your rolls are marked and any class issues are followed up on