

Job Description

GYMNASTICS COACH	
REDLANDS YMCA SPORTS, AQUATIC & COMMUNITY CENTRE	
POSITION LEVEL	Full Time / Part Time / Casual - Fitness Industry Award 2010
REPORTS TO	Program Manager
PRIMARY RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To ensure the safety of all children in your charge. 2. To teach gymnastics to children in accordance with the YMCA's Mission Statement and the requirements of Gymnastics Australia. 3. To teach appropriate and required skills through the use of suitable progressions and lesson plans and to prepare your charges for testing or competition within the time frame of the coaching plan. 4. To ensure all rolls are marked and accounts, notices and newsletters are given out accordingly. 5. To ensure that if an accident occurs, all safety procedures are adhered to and an accident report form filled out. 6. To maintain a current coaching accreditation. 7. Continually monitor the cleanliness, safety, security and presentation of the Gym/Centre in conjunction with all other staff. 8. Comply with all practices in the Managerial Policy and Practices Manual. 9. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff and clients 10. Maintain the work environment so as to minimise risk to both customers and staff 11. Report identifiable risk so that immediate action can be taken 12. Comply with the YMCA's Occupational Health and Safety Policies and Procedures, including those relating to your specific role as found in the OHS Management: Roles and Responsibilities document 13. To maintain the Quality System and report any deviations from the intended system 14. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual" 15. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy 16. Any other duties as determined by the Chief Executive Officer from time to time.
GENERAL PROCEDURES	<ol style="list-style-type: none"> 1. Coaches should arrive at least 5-10 minutes before start of class so that: <ul style="list-style-type: none"> • program can be checked • equipment can be checked and prepared • class participants welcomed • warm-up can start on time 2. Once equipment is set up, all coaches should assist with supervising children during warm up. 3. Check that all activities have adequate matting which is correctly/safely set out. Also check that guidewires etc at bars are tightened. 4. Ensure a Travel Path is completed at beginning of afternoon session. Refill soap/hand towels if required and report identifiable risk so that immediate action can be taken. 5. An Accident Report Form must be completed for all but very minor injuries. This should be immediately given to the Centre Manager. 6. All incidental equipment used during the day is to be put away. At the end of a day, equipment should be returned to its correct position or as listed on the current week's "pack up" sheet.

	<ol style="list-style-type: none"> 7. Turn off all lights, music system and air coolers at end of day. 8. Many of our classes are operating at just over the ratio thus requiring an additional coach. However, if the numbers fall below the normal coach/child ration, one coach can leave the gym or do other administrative tasks as needed. (E.g. reports, tidying gym, gym office etc.) 9. Generally speaking, please refer all parental / administrative queries to the Gymnastics Co-ordinator
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KNOWLEDGE AND EXPERIENCE	<ol style="list-style-type: none"> 1 Accreditation with Queensland Gymnastics Association minimum Level 1 /Kindergym. 2 Current First Aid and CPR certificates. 3 Certificate of Suitability in accordance with the Commission for Children and Young People Act 2000 4 Understanding of gymnastics technique, good communication and organisational skills and the ability to work as a team player.
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Authorised By: _____ Dated: 1 September 2011