



Extend Position Description

Position:	Gymnastics Coach
Reports to:	Head Gymnastics Coach and Programs Coordinator
Department:	Extend Sports
Date:	2009

Primary Purpose

The Gymnastics Coach is responsible for:

- Assisting with the planning and delivery of gymnastics sessions for primary school aged boys and girls.
- The welfare and safety of children within the gymnastics program.
- Delivery of safe activities.
- Deliver a high-quality and value-for-money activities.
- Individual planning and preparation.
- Being punctual.
- Being appropriately dressed and presented.
- Following Extend policies and procedures.

Position in Context

The Gymnastics Coach is responsible to the Head gymnastics Coach and the Programs Coordinator.

Major Activities (Key Performance Indicators)

- Deliver Gymnastics activities for boys and girls, as directed, which are safe and fun.
- Report to the Head Gymnastics Coach as required during each session.
- Maintain security procedures for the acceptance and release of children.

Major Duties and Responsibilities

- Ensure that all Gymnastics activities are delivered within a safe and 'fun' environment.
- Ensure the Head Coach is kept informed of Gymnastics activities and report any unsafe activity or potentially dangerous situation.
- Supervise children and ensure that children's records, especially acceptance and release forms, are accurate and up-to-date.

Key Contacts

Internal

- Report to the Head Gymnastics Coach and keep her / him apprised of activities.

External

- Parents and children associated with the Gymnastics program.

Competencies (Knowledge Skills and Experience)

- A commitment and understanding of the Extend vision and mission.
- An ability to deliver stimulating and fun activities for children in a safe and secure environment.
- Knowledge, skills and experience for coaching Gymnastics for children.
- Appropriate qualification or relevant experience.
- First Aid Level 2 certification (preferred).
- A previous involvement with and understanding of coaching activities.
- Good communication and customer service skills.
- The ability to supervise and encourage children to have fun within a safe environment.

Major Challenges

- Ensure activities are delivered in a safe and fun environment.
- Ensure activities are thoroughly planned and encourage the children to participate and have fun.
- Deliver all Sports Activities in an occupationally safe environment for staff and children.

Conditions of Employment

Position

This is a casual position based on the needs of the programs.

Working Environment

Extend is committed to providing a working environment free from Harassment.

Extend is a smoke free environment.

Extend has a high level of customer focus and is committed to delivering high-quality programs.