

Position Title: Gymnastics For All Manager, Tri Star Gymnastics Club

Reports to: Executive Manager, Tri Star Gymnastics Club

Location: Auckland Regional Gymsports Centre, Keith Hay Park, Mt Roskill, Auckland

POSITION OBJECTIVE

- The Club is established to participate in, promote and advance the sport of gymnastics and gymnastic type activities and other complementary mat based sports, in the Auckland region of GymSports New Zealand.
- Tri Star's vision is to develop programmes that meet community needs and encourage participation in recreational and sporting activities that provide a positive physical experience. We will do this by developing programmes that grow participation at our support base (PlayGym, Gym for All and schools programmes) and provide programmes for those with ambition to achieve regional, national, and international honours.
- Tri Star encourages participation in gymsports because it is "fun". Our intention is to provide gymsport programmes which achieve happy, healthy and motivated participants.
- The Gym For All Manager, will lead growth in participation in gymsports at the Club through the delivery of quality programmes, that are consistent with the Club's philosophies.

ROLE SUMMARY

- To develop and co-ordinate staff engaged in the coaching of Gym for All programmes (Artistic Gymnastics, Rhythmic Gymnastics, Cheerleading, Aerobics, Special Needs) to achieve an efficient, motivated, productive and harmonious team.
- To provide performance feedback to all Gym for All coaches
- To provide Gym for All and holiday programme coaching.
- To provide an enjoyable, high quality gymsport experience to the children, youth and adults of all ages, in the Auckland gymsports region.
- To provide dynamic birthday party options for children and their families
- To build long term positive relationships with members and parents of members, and clients of the Club.
- To work as directed by the Executive Manager.

SKILLS REQUIRED

- Relevant coaching/teaching qualifications.
- Staff management experience and skills.
- Able to plan ahead for day to day activities and strategically for the future of the club.
- Ability to work unsupervised, self-motivated, positive attitude, self-confident, with the maturity to share the vision.
- Adaptable - can adopt a best practice approach to coaching to suit the Tri Star and New Zealand gymsports environment.
- Relationship management skills and a customer service focus.
- Able to competently use Microsoft Word and Excel.

ROLES AND RESPONSIBILITIES

To ensure the Club's goals are met, the Gym For All Manager will fulfill the following duties:

Administration

- ◆ Keep the Executive Manager informed and updated with all club Gym for All and birthday party activities through monthly reports.
- ◆ Attend relevant staff meetings and staff development days when programmed.
- ◆ Develop a positive relationship with parents, coaches, staff and committees and communicate any relevant information to them.
- ◆ Ensure that the notice boards contain accurate updated programme information.
- ◆ Liaise and work with the Executive Manager for the selection and employment of Gym for All and birthday party coaches.
- ◆ Attend appropriate events to maintain coaching qualifications and ensure relevant ongoing professional development.
- ◆ Attend on-the-job safety, skills and development training as required from time to time.
- ◆ Make decisions on lesson programming, interpretation of club rules and gymnast disciplinary measures, in accordance with club policies.
- ◆ Event direct the Gym for All competition.
- ◆ Event direct the Gym for All club champs.

Planning

- ◆ Prepare, implement and evaluate appropriately documented, safe and challenging programmes for all lessons conducted.
- ◆ Oversee lesson plans for all classes relevant to area and provide coaches with relevant lesson plans.
- ◆ Assist in planning the clubs training timetable, to ensure best use of equipment and training spaces.
- ◆ Coordinate in-house training activities and clinics to ensure gymnasts needs are met.
- ◆ Be responsible for the arrangement of the Gym for All and birthday party timetables to ensure that the programme is full, ensuring classes and class sizes are consistent with skill and activity levels.
- ◆ Conduct regular coaching meetings and training for assistant Gym for All coaches, and up skill other coaches.
- ◆ Assist and work with the other programme managers to provide innovative programmes to current members, and attract new members and participants.
- ◆ Be familiar with the correct first aid procedures and comply with reporting requirements.
- ◆ Be familiar with the club's emergency procedures and comply with reporting requirements.
- ◆ Know, promote and adhere to all club rules.
- ◆ Ensure equipment is checked regularly, particularly prior to use and comply with equipment safety reporting requirements.
- ◆ Assist with events at the club where appropriate.

Coaching

- ◆ Coach Gym for All and holiday programmes.
- ◆ Coach in other club programmes where and when required if time permits.
- ◆ Be responsible for the training, conduct and discipline of gymnasts at all times when they are under your supervision.

Events/Competitions

- ◆ Attend competitions and events as required.
- ◆ Co-ordinate with parents and competition organisers as regards to novice competition requirements and entries.