

Position Description

Position Title	Gymnastics Coach
Department / Industry	Recreation
Agreement / Award	YMCA South Australia Employee Collective Agreement 2006
Classification / Grade	Class 3 Level 1 - 3

About YMCA South Australia

“Creating opportunities for people and communities to connect with a better life” - VISION 21

YMCA South Australia is a charitable, not-for-profit community organisation that has served the South Australian community for more than 160 years. With approximately 600 employees, we deliver programs and services across the state in settings including community recreation centres, swimming pools, health and fitness facilities, camps, early education and schools and youth services.

Our Beliefs

- **COMMUNITY** – We make a positive difference in the communities in which we work
- **OUR PEOPLE** – We value our people and their contribution to our organisation
- **YOUNG PEOPLE** – We value and encourage the impact of young people in our community
- **FOCUS** – We think globally and act locally
- **SUSTAINABILITY** – We work to build a strong and vibrant YMCA for future generations
- **EQUALITY** – We value equality of opportunity for all people

Our Values

- **INCLUSIVENESS** – We strive to ensure everyone is welcome at the Y
- **ACCOUNTABILITY** – We accept responsibility for our decisions and actions
- **INNOVATION** – We encourage original and creative thinking
- **CARING** – We strive to display kindness and concern for others in all that we do
- **CONNECTING** – We work to bring people and opportunity together

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

Minimum Qualifications:	<ul style="list-style-type: none"> • National police check (NPC) (must be within 12 months of issue date) • International police check (for applicants who have worked overseas) • Working with children check (previously known as a DCSI child-related employment screening) or equivalent • Current (HLTAID001) Provide CPR Certificate or equivalent • Current Gymnastics Australia Technical Membership • Gym Sport Coaching Accreditation – Gymnastics South Australia <ul style="list-style-type: none"> • Level 1 – Beginner Accreditation • Level 2 – Intermediate Accreditation • Level 3 – Advanced Accreditation • Certificate of completion for responding to abuse and neglect (RAN) training
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“As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement.”

YMCA South Australia offers a variety of Gym Sport Programs, suitable for all ages, ability and abilities levels. The Gym Sport Programs are developed and managed by YMCA Directors and qualified coaches with a focus on participation and enjoyment and a high emphasis on Safeguarding Young and Vulnerable People.

A Gymnastics Coach at YMCA South Australia will be committed to quality customer service, safety, and the pursuits of excellence in the YMCA Gym Sport Programs. The position requires an energetic, and responsible person who can work as a part of a passionate team and maintain complete and current knowledge of all aspects of coaching the appropriate Gym Sport. You will be expected to act professional and as a good example when delivering programs and always offer support and encouragement to other members of the team.

Areas of accountability <i>(e.g. Recruitment)</i>	Key duties <i>(i.e. List specific duties in relation to a rea of accountability)</i>	Measures <i>(i.e. How to tell when the job is done)</i>
Operations	<ul style="list-style-type: none"> • Implement safe sessions with an emphasis on enjoyment and progression • Assist in child development and provide relevant feedback where necessary • Provide excellent customer service, utilising strong communication and troubleshooting skills to manage customer enquiries, requests and complaints • Ensure a safe environment is maintained for both staff and children at all times • Guarantee the philosophy, policies and procedures of the Program and Centre are upheld and implemented • Interact with children in a positive, sensitive and respectful manner 	<ul style="list-style-type: none"> • Complete gymnast assessments on time and in detail • Punctual to commencement of shifts • Minimal customer complaints regarding coach’s politeness or level of customer service • Attend and participate in monthly staff meetings • Attend and participate in training and development sessions

	<ul style="list-style-type: none"> • Ensure gym area remains a clean, tidy and safe environment for all patrons during and at conclusion of shifts • Participation in the development of a strong team and a supportive environment • Effective communication with members, guests and the community • Ensure all incidents and damages are recorded and brought to the attention of your supervisor • Maintain specific daily procedures including sign in/sign out log • Comply with YMCA South Australia's procedures for safety, training, document control, corrective and preventative action and customer complaints • Comply with all YMCA South Australia's Policies and Procedures • Maintain a working knowledge and understanding of the Centres Emergency Action Plan • Perform other Centre Specific duties as required and comply with reasonable directions 	<ul style="list-style-type: none"> • Attend all evacuation training • Read and acknowledge internal communications and procedures • Incident reports completed as per the YMCA incident management policy
Level 3 only	<ul style="list-style-type: none"> • Support and encourage beginner coaches during their learning process and technical skills development • Ensure beginner coaches understand and implement coaching responsibilities and guidelines • Be actively involved in preparing internal training and development opportunities for staff 	

Key Relationships

Position reports to:	<ul style="list-style-type: none"> • Gymnastics Head Coach
Direct reports:	<ul style="list-style-type: none"> • N/A
Key internal relationships:	<ul style="list-style-type: none"> • YMCA South Australia staff and volunteers • YMCA staff nationally • Centre Volunteers
Key external relationships:	<ul style="list-style-type: none"> • Patrons and key stakeholders of YMCA South Australia • Members and Families • Community Groups • Gymnastics South Australia

Selection Criteria

In addition to the minimum position qualifications outlined in the Position Summary and Requirements table above:

Knowledge and Experience – Essential

- Sound understanding of relevant Gym Sport skills
- Experience working with children and young adults in a sporting environment
- Experience monitoring progression and completing assessments of an individual or group
- Experience providing both face to face and written feedback
- Excellent interpersonal skills with the ability to communicate to people of all ages
- Proven ability to proactively work with minimal direction and supervision

Personal Attributes

- Creates a fun and exciting work atmosphere that is hardworking and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.
- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

- Declare anything you become aware of through the course of your engagement with YMCA which a reasonable person would consider could impede your suitability to have contact with children and young people.
- Act as an extended guardian towards children and young people where you have interactions and at all times take reasonable steps to prevent abuse and neglect.
- Adhere to all policies and procedures relating to safeguarding children and young people and the code of conduct.
- Complete a national/international police check prior to employment and at the discretion of the YMCA.
- Complete a working with children check prior to commencement and maintain currency throughout employment.
- Update your details whenever these change, with the relevant department administering the working with children check or equivalent in your state/territory of residence, as required by applicable laws.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse/ neglect in line with procedures.

YMCA South Australia


- Participate in safeguarding children and young people training as directed.
- Use standardised methods for receiving and responding to feedback and complaints from children, young people and their families.
- Any new program initiatives are to include consultation with children and young people, using standardised practices and resources.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people.
- Attend any other training legally mandated by your role in relation to safeguarding children and young people.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.

Approval of Position Description

Date created or revised:	10 th December 2019
Approved by:	Michael Collins Manager – People, Risk & Compliance
Signed:	

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	
Signature:	
Date:	