

## Job Description

### SENIOR GYMNASTICS COACH YOUTH AND COMMUNITY CENTRE

<b>POSITION LEVEL</b>	Casual – Fitness Industry Award 2010
<b>RESPONSIBLE TO</b>	Centre Coordinator / Manager or other person who may from time to time be nominated
<b>RESPONSIBLE FOR</b>	Participants in Gymnastics Class
<b>PRIMARY RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. To ensure the safety of all children in your charge</li> <li>2. To ensure the delivery of the program is abiding by the rules of the QGA.</li> <li>3. To teach appropriate and required skills through the use of suitable progressions and lesson plans to prepare your charges for testing or competition within the time frame of the coaching plan.</li> <li>4. To ensure all rolls are marked and accounts and newsletters are given out accordingly.</li> <li>5. To ensure that if an accident happens that all safety procedures are adhered to and an accident form is filled out.</li> <li>6. To maintain a current coaching accreditation.</li> <li>7. To assist the Center Coordinator / Manager in the programming and testing of gymnasts.</li> <li>8. Undertake surveys of customers to identify satisfaction levels and areas for improvement</li> <li>9. Maintain confidentiality of information of the YMCA of Brisbane and Y-Care records and files, staff, families and children</li> <li>10. Maintain the work environment so as to minimise risk to both customers and staff</li> <li>11. Report identifiable risk so that immediate action can be taken</li> <li>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</li> <li>13. To maintain the Quality System and report any deviations from the intended system</li> <li>14. Uphold and promote the policies and mission of the YMCA of Brisbane including compliance with all practices in the "YMCA Quality Manual"</li> <li>15. Must be aware of and implement the YMCA's Safeguarding Children and Young People Policy</li> <li>16. Any other duties as determined by the Chief Executive Officer from time to time.</li> </ol>
<b>GENERAL PROCEDURES</b>	<ol style="list-style-type: none"> <li>1. Coaches should arrive 5 minutes before the start of class so that: <ul style="list-style-type: none"> <li>● A risk assessment check can be carried out on all equipment</li> <li>● Equipment can be prepared</li> <li>● Warm-up can start on time</li> </ul> </li> <li>2. All incidental equipment used during the day is to be put away. At the end of the day equipment should be returned to its correct position</li> <li>3. All accidents should be recorded by way of the Accident Report form and handed to the Centre Coordinator</li> <li>4. Maintain work environment so as to minimise risk to both customers and staff</li> <li>5. Report identifiable risk so that immediate action can be taken</li> </ol>
<b>KNOWLEDGE AND EXPERIENCE</b>	<ol style="list-style-type: none"> <li>1. This position requires accreditation with Queensland Gymnastics Association minimum Level 1/Kindergym.</li> <li>2. Current registration with Gymnastics Queensland</li> <li>3. Senior First Aid and CPR qualification is required.</li> <li>4. A Certificate of Suitability in accordance with the Commission for Children and Young People and Child Guardian Act 2000</li> </ol>