



Position Description

Position Title: Gymnastics Coach & Birthday Party Coordinator - Tri Star Gymnastics Club

Reports to: GfA Programme Manager (GPM), Tri Star Gymnastics Club

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

POSITION OBJECTIVE

- To coordinate and deliver the Tri Star *Birthday Party activity* to a high standard ensuring an engaging, safe and attractive offering.
- To *coach* in the GfA Programmes as required and according to level of coaching expertise.

SKILLS REQUIRED

- GNZ Junior Coach qualification or equivalent experience working in a gymnastics setting.
- First Aid Certificate
- Relationship management skills and a customer service focus.
- Basic IT skills (word, excel, email).
- Excellent written and verbal communication.
- Able to plan for programme delivery in a busy environment with competing priorities.
- Ability to meet budget and reporting requirements.
- Ability to work unsupervised, self-motivated, positive attitude, self-confident, with the maturity to share the club vision.
- Adaptable - can adopt a best practice approach to coaching to suit the Tri Star and New Zealand gymnastics environment.
- Able to work collaboratively with the Tri Star team of coaches.

ROLES AND RESPONSIBILITIES

To ensure the club's goals are met, the Gymnastics Coach and Birthday Party Coordinator will fulfill the following duties:

Birthday Party Coordination

- Develop, plan and coordinate an engaging Birthday Party offering for preschool to school age children.
- To assist the Operations and Events Manager in promoting Birthday Party activity.
- All customer communication for Birthday Party delivery.
- To ensure supplies for Birthday Party delivery are well stocked.
- Meet budget and reporting requirements for Birthday Party activity.
- In conjunction with the GfA Programme Manager develop the Birthday Party offering finding new ways to engage new customers.
- Staff the Birthday Parties in conjunction with the GPM.

- To coordinate, support and provide any training for staff who are delivering the Birthday Parties.

Coaching

- During term time, coach groups within the GfA programme at an appropriate level to experience.
- During Holiday time, coach holiday programme to fulfill contact hours.
- From time to time to cover Birthday Party delivery
- To assist athletes in competition and training camps as required.

Culture

- To build long term positive relationships with members (athletes), parents of members, staff and other key stakeholders of the club.
- Ensure equipment is checked regularly, particularly prior to use and comply with equipment safety reporting requirements.
- Attend relevant staff meetings and staff development days when required.
- 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.
- Be familiar with the correct Health and Safety (e.g. first aid) procedures and comply with reporting requirements.
- To provide cleaning assistance as required.
- Assist with events at the club where appropriate.
- Be responsible for the training, conduct, safety and discipline of participants at all times when they are under your supervision.
- Coach all athletes fairly, using positive reinforcement.
- Know, promote and adhere to all club rules.

Role hours if fulltime

- 3 hours / week of Birthday Party administration, planning, meetings.
- 2 hours/week of set up/pack up for classes
- 35 hours / week of group coaching or party delivery

Role hours if Part Time

- 3 hours / week of Birthday Party administration, planning, meetings.
- 2 hours/week of set up/pack up for classes/parties
- 15 hours / week of group coaching or party delivery (Saturday & Sunday)