

POSITION	Gymnastics Coach
POSITION NUMBER	1629
CLASSIFICATION	Band 3
AGREEMENT	Ballarat City Council Enterprise Agreement No.8, 2019
DIVISION	Community Development
UNIT	Recreation Services
MANAGER	Manager Ballarat Aquatic and Lifestyle Centre
DATE UPDATED	Jan 2019

EMPLOYEE POSITION DECLARATION

*I have read and understand the requirements and expectations of this Position Description. I agree that I have the physical ability to fulfil the inherent physical requirements of the position and accept my role in fulfilling the Key Responsibilities and **corporate values**. I understand that the information and statements in this position description are intended to reflect a general overview of the responsibilities and are not to be interpreted as being all-inclusive.*

NAME OF INCUMBENT:

SIGNED:

DATED:

1. ORGANISATIONAL CONTEXT

As a result of population growth across Australia, Ballarat is now one of the largest inland regional cities in the country. Ballarat is uniquely located with easy access to Melbourne, Geelong and Bendigo and is the Western Victorian capital for a region of 400,000 people.

The People and Communities Division contains the Business Units of, Community Development, Family and Children's Services, Community Care and Access, Community Amenity, Sport and Recreation, and Library Services for the municipality.

The Recreation team forms a key component of the Sport and Recreation Business Unit and coordinates major recreational and open space development projects, strategy and services. The Unit aims to facilitate recreation and leisure opportunities, and open space development,

that contribute to improved quality of life, enhanced community health and well-being, and sustainable environments

Recreation Services Values are based around the organisation's values of Leadership, Loyalty, Excellence and Outcomes:



LEADERSHIP

- Everyone at the City of Ballarat can show leadership by contributing to delivering the best outcomes for our community, our organisation and our teams. We value positive leadership; understanding that what we do, counts and each of us take responsibility for the work we do.



OUTCOMES

- We show persistence with discipline to deliver what we promise to our community and each other. We will work hard to find solutions for our community and our organisation that make a positive and lasting difference.



LOYALTY

- At the City of Ballarat, we are each committed to our purpose and Enjoy belonging to an organisation where we support each other and act with integrity and trust.



EXCELLENCE

- As the need of our community change we will continually improve our performance. We encourage people to be clever, creative and collaborative to deliver outstanding outcomes for Ballarat.

2. POSITION OBJECTIVES

As Gymnastics Coach this position requires you to work as part of a team committed to the goals and mission of the City of Ballarat, that actively fosters community participation and involvement.

The Gymnastics Coach will enjoy working in a team based working environment and have a genuine concern for and interest in the wellbeing and educational needs of children. They will plan and deliver challenging and developmentally appropriate gymnastics programs for children.

3. KEY RESPONSIBILITY AREAS

The Gymnastics coach will provide quality and safe instruction in an enjoyable environment in the sport of Gymnastics in accordance with the Gymnastics Operations Manual and other relevant Gymnastics reference material. The Gymnastics coach will also be required to:

- Delivery of safe and effective gymnastics classes.
- Set up and pack up of equipment for classes.
- Provide weekly lesson plans for classes.
- Liaise with parents and guardians where necessary.
- Ability to conduct quality Gymnastics and Rock Wall parties.
- Ability to deliver safe and effective Rock Wall activities.
- Attendance to all workshops and a commitment to ongoing professional development.
- Constructively participate in termly team meetings.
- A thorough knowledge of all safety and emergency evacuation procedures.
- Maintain the gym area in a clean and tidy fashion throughout each shift.
- Be aware of and follow the guidelines outlined in the Gymnastics Operations Manual and Centre Emergency Procedures Manual.
- Ensure the timeliness of response and quality of service to ensure that customer expectations are met by implementing the Centre's quality control systems and procedures.
- Perform other duties as required.

All Employees and Volunteers

- Follow City of Ballarat policies and procedures.
- Report hazards, incidents, unsafe practices and injuries as soon as possible.
- Constructive participation in investigations and assistance in implementing corrective actions.
- Wear PPE and follow safe work procedures as directed.
- Constructively participate in all forums set up to investigate, improve or communicate safety, and Termly team meetings.

4. ORGANISATIONAL RELATIONSHIPS

Reports to: Gymnastics Team Leader

Supervisors: Nil

Internal Liaisons: All staff

External Liaisons: Community Organisations / Committees
Government Departments
Local Schools and Service Providers
General Public

5. ACCOUNTABILITY AND EXTENT OF AUTHORITY

- Ensuring safe working practices and policies are adhered to.
- Ensure appropriate care and use of assets and equipment.
- Meeting agreed performance objectives for the position, within specific guidelines and under general supervision.
- Report hazards and other unsafe practices.
- Works under the supervision of the Gymnastics Team Leader.
- Report hazards and other unsafe practices.
- Freedom to plan Gymnastics classes and objectives in advance, however activities are limited by standards, procedures and objectives that are nominated by the Team leader.

6. JUDGEMENT AND DECISION MAKING

- Selection of work practices and procedures appropriate and relevant to the job.
- Methods used to perform tasks may be chosen from a limited range of existing techniques, systems and equipment.
- Any issues that arise that are outside the scope of the position are referred to the Gymnastics Team Leader.
- Direction is provided by the Gymnastics Team Leader, with tasks and activities clearly defined.

7. SPECIALIST SKILLS AND KNOWLEDGE

- Willingness to be proactive in promoting Council's services.
- An understanding of the long-term goals and relevant policies of the BALC and the greater Sport & Recreation Unit.
- Ability to understand and action Occupational Health & Safety policies, procedures and requirements
- Ability to demonstrate high quality customer service
- Ability to plan and assess the content of Gymnastics classes.
- Ability to use BALC equipment safely and competently

8. MANAGEMENT SKILLS

- Understanding of, and ability to implement, HR and OHS policies and practices relevant to the role.
- Provide input to continuously improve Gymnastics programs in consultation with the Gymnastics Team Leader.
- Ability to manage time and prioritise plans and goals so as to achieve specific and set objectives.

9. INTERPERSONAL SKILLS

- Ability to resolve problem situations.
- Ability to demonstrate integrity, responsibility, innovation and respect in all aspects of the position.
- Friendly and positive approach.
- Demonstrated listening and empathetic skills and the ability to communicate verbally with all levels of staff and members of the community.
- Excellent presentation skills.
- Appreciation of the different needs of individuals and the ability to convey tolerance and sensitivity to patron's values and beliefs.

10. QUALIFICATIONS AND EXPERIENCE

- Current Level two First Aid certificate
- Current CPR Certificate
- Minimum Current Intermediate GA Coaching Qualification
- Current Working with Children Check

11. SELECTION CRITERIA

- Demonstrated experience to work as part of a team
- Demonstrated experience instructing a class of participants.
- Good communication and interpersonal skills in particular interactions with children
- An understanding of and commitment to Occupational Health & Safety standards and safe working practices
- Current National Police Check