

POSITION DESCRIPTION

Position Title:	Gymnastics Advanced Coach
Classification / Grade:	RE 5B
Employment Status:	Permamnent/Casual
	Annualised 50 weeks of permanent hours
Team:	Gymnastics
<ul style="list-style-type: none"> Minimum Qualifications: 	<ul style="list-style-type: none"> Gymnastics Australia Advanced /Advanced silver qualifications Accreditation First Aid HLTAID012 – maintained every 3 years CPR HLTAID009 – maintained annually Current Technical Membership with Gymnastics Victoria (renewed every 12 months) National Police Record Check – maintained every 3 years Working with Children Check - Employee Card – maintained every 5 years NDIS Worker’s screening check – maintained every 5 years Satisfactorily completed Y Safeguarding Feel Safe, Be safe Online Course https://training.ymca.org.au/login/signup.php – maintained every 3 years and Annual Safeguarding Children and Young People update training
Direct Reports:	<ul style="list-style-type: none"> NIL
Reports To:	MAG Coordinator

The YMCA Movement

The YMCA is an International, National, State and Local movement dedicated to the improvement of the communities in which it works. The YMCA has undergone enormous growth over the past decade and enjoys a reputation of leadership in the areas of customer service, quality management and community development. YMCA Geelong celebrated more than 65 years of community service across the greater Geelong region.

YMCA’s across Australia seek to be a well governed community-based Movement that positively impacts each and every person and is committed to achieving its Mission, social relevance and institutional viability.

Our Movement is one that is firmly based on integrity, is innovative, purposeful in our future focus, growing in its impact on community and which values its people.

YMCA Geelong Inc.

YMCA Geelong Inc. has a proud history of serving Geelong and district for over 70 years, having been the pioneers in the introduction of many sport and recreational pursuits in the region. YMCA Geelong primarily operates out of owned facilities, the YMCA Newtown Stadium, YMCA Camp Wyuna (Queenscliff), leased facilities at the Geelong Arena in North

Geelong, and we manage in partnership recreation facilities with the Golden Plains Shire Council. We also work within the Geelong and district community providing further community service programs and activities.

The YMCA is committed to the improvement of the communities in which it works as reflected in our Vision - **We create a better world, with and for young people.**

While our focus is on our community we use our belief statement

We believe in the power of inspired young people

to actively guide our behaviours, vision and mission to ensure that young people are given a voice in our organisation. They are supported to be the best versions of themselves and with shared leadership through inter-generational support and opportunities to develop we can truly see young people as the future.

YMCA Geelong is a not for profit, community based, mission driven charity that is governed by a voluntary Board of professionals who advocate for a healthier, happier, connected Geelong.

As a leading provider community sport and recreation organisation in the Geelong community, we aspire to be a child safe, family friendly organisation and have in place policies and procedures that govern the way in which we work.

Our business operations provide the communities we work in with access to affordable programs that aim to connect people, encourage participation in physical activities that contribute to a healthier, happier holistic person. Our programs are inclusive of all ages and abilities.

Facility Description

The YMCA Newtown Stadium was opened in 1996. It is one of the major sports centres in Geelong region. The Centre hosts a number of prominent sporting associations:

- Southside Netball.
- YMCA Basketball Club
- YMCA Gymnastics program

The facility comprises of two courts and gymnastics facility.

Programs and Services

Basketball	Birthday Parties
Netball	Special needs programs
Holiday program	Schools programs
Gymnastics program	Judo
Casual hire	

YMCA North Geelong is a satellite Gymnastics program at the Arena Complex in North Geelong. Along with Newtown Stadium it is one of the major Gymnastics Centres in the Geelong region. The YMCA hosts a number Gymnastics program that will be transitioned to be managed and administrated through centralised systems based at Newtown.

The facility comprises of one gymnastics facility set up predominately for the conducting of recreational and competitive gymnastics classes.

Position Summary

As a member of the coaching staff at YMCA Geelong this position requires you to work as part of a large team committed to the goals and mission that actively fosters community participation and involvement. As a Gymnastic Advanced Coach at YMCA Geelong you will be required to possess knowledge and understanding of Gymnastics Australian Levels Program for children 4-17 years of age and ensure all patrons receive the highest possible level of instruction. An employee at this level works under direct supervision with specific instructions and procedure after appropriate in house training. You will be coaching any of the following Artistic gymnastics at ALP Level 1-6, MAG. Further education, training and workshops will be required to be undertaken to ensure professional development. There will be opportunities for addition work in the Gymnastics Recreational and Birthday Parties if the successful candidate is available.

Key Responsibilities

The Gymnastics Advanced Coach will be directly accountable and responsible for the following:

- An employee at this level works under limited supervision and guidance and is required to exercise initiative and judgment in the performance of their duties and who is employed to carry out work associated with the centre's operations.
- An employee at this level receives broad instructions and their work is checked intermittently
- An employee at this level may also be: An experienced coach, being a holder of any current qualification with the competencies of recognized workshops and 500 hours of coaching
- Utilise the skills and knowledge relevant to the work undertaken at this level.
- Attend YMCA Gymnastics coaching meetings and other relevant networks.
- Attend all staff meetings and training sessions where appropriate.
- Develop and Implementing high safety standards for lessons plan
- Communicate effectively with supervisor and other coaching staff.
- Co-operate with YMCA with respect to legislative occupational health and safety requirements and the 'YMCA General Health and Safety Guidelines'
- Perform other duties as directed by the supervisor and in line with centre/site objectives
- Coaching of National or International gymnastics program in accordance with prepared lesson plans and in line with Gymnastics Australia skill development and a coaching standards.
- Direct involvement with the provision of service delivery for the YMCA Gymnastics program.
- Work with other staff in regards to programs, equipment set up and pack up and safe equipment usage and allocation.
- Communicate with parents and carers about their child's development. Providing high level customer service.
- Prepare progression reports of gymnasts on a 6/12-month basis

- To act in a mature, reliable and professional manner towards the centre and participants.
- Ensure classes start and finish on time.
- To show interest and enthusiasm in your coaching.
- To be bright, cheerful and encouraging when coaching.
- Ensure qualifications are updated and maintained.
- Ensure children are gaining maximum benefit from their classes, engaged and are physically active 90% of their classes.
- To arrive on time to set up equipment for each shift in preparation for the classes.
- Ensure thorough preparation for each class and provide a high standard of instruction.
- Keep abreast of new and innovative teaching techniques, this may mean attendance at YMCA Geelong professional development sessions.
- Assess regularly when children are required to progress to the next level when necessary and communicate changes through to administration.
- Undertake training and learning on the job with senior coaches.
- Develop programs and ensure programs are kept on site.
- Ensure each individual is given adequate attention and classes a managed in a way the encourages participation and engagement of the children
- Involvement with assisting with the YMCA Development Coaches Program as required.
- Keep accurate records of all classes taught and students in classes – mark attendance role for each class
- Handout all information to class participants as outlined in your role folder.
- Maintain responsibility for assigned classes, find replacement if unable to teach, and telephone change through to the Centre. Comply with procedures for safety, training, corrective and preventative action, customer complaints and control of non-conforming products.
- Complete the online Safeguarding Children and Young People Training.
- Complete Gymnastics Victoria Manual Handling Course and Children Protection Online Course.

General Professional Requirements

- Read, understand and implement to YMCA policies and guidelines around the safety of children as outlined in the YMCA's Safeguarding Children and Young People Policy.
- Works as part of a team and shows professionalism.
- Ensure you are welcoming to all families who enter the facility
- Be punctual in both attendances of shift and attendance at staff meetings.
- Serve as a role model for the principles of inclusion and tolerance.
- Maintain high standards of presentation, personal grooming.
- Model effective problem solving and conflict negotiations
- Be committed to maintaining the work area in a clean, safe and presentable state
- Conduct yourself in a manner consistent with the values of the YMCA; Honesty, Responsibility, Caring and Respect
- Comply with and be committed to the maintenance and development of the YMCA Quality Assurance System
- Adhere to work instructions and guidelines within departmental area manuals

- Adhere YMCA Code of Conduct Policy
- Adhere to the guidelines of YMCA's Safeguarding Children and Young People Policy
- Take reasonable care of your own health and safety, and for the health and safety of others
- Provide YMCA Geelong with a current copy of Qualifications on an annual basis.
- Workplace Health, Safety and Environment
- Take reasonable care for your own health and safety, and the health and safety of others.
- Be responsible for creating a healthy, happy and safe work environment.
- Comply with all legislative OHS requirements, and YMCA OHS policies and procedures.
- Report all safety, hazards, maintenances and security issues to the area Coordinator, Duty Manager or Centre Manager.
- Be prepared to contribute recommendations to the OHS Committee, and provide feedback on OHS Policies and Procedures as required.
- Recognise that cleanliness and organisation provides a more effective workplace.
- To enable the YMCA to meet its obligations for providing a healthy and safe working environment for you, you must inform your Manager of any issues, which may impact your ability to safely perform your role.

Safeguarding Children and Young People

In addition to meeting your core functions, duties and responsibilities as outlined in the Position Description, you are also required to meet the behaviour standards outlined in our Practice and Behaviour Guidelines in the YMCA Geelong Staff and Volunteer Handbook, as well as comply with all aspects of our Safeguarding Children and Young People Policy and Procedures. You will receive a copy of the Staff and Volunteer Handbook, Policy and Procedures during your induction process. The main responsibilities of your position at YMCA Geelong with regards to Safeguarding Children and Young People are as follows:

- Understand that Safeguarding Children and Young People is everyone's responsibility at the Y.
- Understand that all people are empowered and required to where appropriate, contribute to the development and implementation of safeguarding practices.
- Promote a welcoming and safe environment for children and young people.
- 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
- Attend any other training legally mandated by your role in relation to 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

- 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
- Complete WWCC prior to commencement and maintain currency throughout employment
- Complete a National/International Police Check prior to employment and at the discretion of the YMCA, the cost of this is to be paid by the employer.
- Actively promote cultural safety for children and young people from CALD, ATSI, LGBTQIA+ communities and those with disabilities
- Ensure that your interactions with children and young people are positive and safe.
- Report any suspicious concerns, allegations or disclosures of alleged abuse to management.
- Report to management any criminal charges and convictions you receive during the course of your employment that may indicate a possible risk to children and young people.
- Maintain a working knowledge of policies and procedures relating to safeguarding children and young people
- Upholding the rights of and always acting in the best interest of- Children and Young People
- Fulfilling your responsibilities under safeguarding legislation within your State/s and/or Territory/ies, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Participate in all safeguarding children and young people training for your role.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.
- Report any suspicious, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Support the facilitation of safe operations to ensure Y people have the right policies, processes and practices to keep children and young people safe.
- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people- as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Privacy & Confidentiality

YMCA Geelong is committed to the responsible collection, handling, storage, protection and destruction of personal information, as specified in the Privacy Act 1988. We respect the

privacy of our participants, parents, staff, volunteers and other visitors to our facilities. YMCA Geelong adopts stringent procedures and practices in how we collect, handle, store, protect and destroy personal information and all employees and volunteers must follow these processes as part of your induction and ongoing employment. Any breach of process may result in a notifiable breach and damage the reputation of the YMCA and cause harm to our participant, patron or member.

Authority & Accountability

- Ensure the equipment and environment is safe for patrons.
- Immediately respond to customer's needs and concerns to ensure quality of service meets agreed standards.
- Report to the Centre Coordinator with any queries, concerns, etc.
- Gymnastics Advanced Coaches are authorised to respond to customer's needs and concerns to ensure quality of service meets agreed standards .
- Report to the Centre Manager with any queries, concerns, etc.
- Ensure performance standards during shift are maintained.
- Identify hazards and ensure safety on site
- Report all First Aid Minor or Major Incidents to the Site Manager.

Key Selection Criteria

Experience and or skills to effectively assist with the management of key aspects of the service including:

- Gymnastics Australia Advanced Coaching qualification & membership.
- Good communication skills
- Experience in coaching levels 1 - 6
- Ability to engage children in a sport and recreation environment
- Enthusiastic appropriate to coaching
- Willingness to learn YMCA Geelong's programs and procedures Excellent interpersonal skills

Physical Requirements of the Position

The candidates for this position must meet YMCA Fit for Work requirements;

- Spotting athletes within their gymnastics skills
- Set up and pack up of equipment, crash mats, boxes, etc
- Manual handling with and without aides
- May be standing for an extended length of time
- May be sitting for an extended length of time

Experience Required

- Understand Advanced gymnastics skills and willingness to work with children and young people
- Must have worked with level 1 - 6 skills and requirements

Conditions of Employment

This position is in accordance with the terms and conditions of the

- This position is in accordance with the terms and conditions of the YMCA Staff Collective Agreement- YMCA Geelong Inc.
- This position holds **RE 5B**
- Location is Newtown Stadium – 25 Riversdale Road Newtown but may be required to travel to other sites
- Must organise own reliable transport.
- Acknowledge, implement and comply with YMCA Policies and Procedures
- Report any suspicious behaviors, concerns, allegations or disclosures of alleged abuse to management.
- Required to work flexible roster as required
- Acknowledge, implement and comply with YMCA Policies and Procedures via Employment Hero/ Swag Application.
- Subject to a 24-week probationary period.

Approved by: Shona Eland
Position: CEO – YMCA Geelong
Date: 13.06.2023

Acknowledgement of Position Incumbent

Acknowledgement that I have read and understood the requirements of this **Gymnastics Advanced Coach** position, I will acknowledge this position description via my Employment Hero Portal/Swap App.