



Gymnastics Coach – Preschool and General Programmes

Waitara Gymsports/ www.waitaragymsports.co.nz - located in Waitara.

In 2017 we will be moving into our new fully set up Gymsports Facility in Waitara. Come and join us and be part of the exciting process to continue the growth of our sport in the region and give every child the opportunity to give gymnastics a go within a safe, fun and inclusive environment.

Position Overview

- Gymnastics Coach/Manager required for pre-school and general gymnastics
- To implement, develop and coach pre-school and general programmes.
- To provide timely and effective communication (monthly) to the Head Coach and Committee on matters within these coaching programmes.

Salary and Hours

The salary range and hours for this position are negotiated with individual employees subject to experience and skill level. This will be monitored with the opportunity for more hours if the clubs roll and programmes continue to grow.

Key Responsibilities

Day-to-Day

- Provide coaching and programme development in the pre-school and general codes.
- Coverage of private bookings for pre-school and general gymnastics which require gymnastics instruction.
- Assist in the development of our growing organisation in conjunction with other club members
- Provide support towards club promotional activities as required - networking and building relationships with the wider sports and educational community.
- Work in partnership with a committed and forward-thinking governance body
- Liaise with gym administration, management and/or committee provide timely planning of Waitara Gymsports recreation term scheduling.
- Detailed planning, goal setting and feedback processes between coaches, athletes and parents.
- Perform effectively and efficiently any additional duties or special projects that may be assigned from time to time.
- Play an active role in supporting other club programmes.
- At all times following club policies and procedures for athlete and coach safety, injury management and building security.
- Comply with all aspects of the GymSports New Zealand Code of Conduct.

Reporting To:

Waitara Gymsports Head Coach and Committee

Applications Close:

28 February 2017

Contact Details:

Please email your CV and covering letter to w.s.baker@xtra.co.nz or post to: PO Box 178 Waitara



Community Coordinator/Centre Manager

Job Title	Community Coordinator/Centre Manager
Responsible to	Waitara Gymsports Board
Nature of Employment	Contract – Initially for 1 Year
Hours	Up to 30 hours per week Flexible, some weekend or evening work may be required.
Date of job description	December 2016

Position Purpose

Waitara Gymsports is an Incorporated Society that exists to fulfil the following objects.

1. To be beneficial to the community by facilitating and promoting a range of Gymsports activities, community and recreation opportunities for all ages, interests and abilities in the Waitara Community and its surrounding districts.
2. To be beneficial to the community by providing a management and governance structure to streamline the delivery of gymsports, community and recreation in Waitara and the surrounding communities.
3. To be beneficial to the community by assisting in the delivering of sustainable gymsports, community and recreation opportunities.
4. To educate of the associated health benefits and further facilitate people to take part in gymsports, recreation and any other activity that is good for their health,
5. The ongoing development and improvement of facilities for its member activities.

Waitara Gymsports was established in 1980

The purpose of this role is to support Waitara Gymsports to fulfil its constitutional purpose.

The Role of the Community Coordinator/Event Manager

The core functions of the role are:

- Facilitating and promoting a range of Gymsports and recreation opportunities for all ages, interests and abilities in the Waitara Community and its surrounding areas.
- Providing operational support to streamline the delivery of gymsports in Waitara and the surrounding communities.
- To provide education about the work of Waitara Gymsports and its projects.
- Support the on-going development and improvement of facilities for Waitara Gymsports member activities.

- Fostering relationships and partnerships, with Foundation Clubs of the Sports Hub, schools, kindy's, other sports clubs, community sector providers, local business and other strategic partners.
- Provide a skilled facilitation service to support the Board and the community in achieving the purpose of the club and expectations of the community and partners.
- Employment of effective organisational and administrative processes
- Build and maintain effective relationships with a wide range of people including project funders/sponsors, councils, stakeholders/customers, sport and recreation providers, community groups, schools and other project members and external agencies.
- Providing project management support as required.
- Supporting the development of funding applications and sponsorship agreements.
- Other functions as commensurate to the nature of the position, in accordance with the work of the club

Deliverables and Outcomes Expected from the Community Coordinator/Centre Manager

The outcomes that will be sought from the Community Coordinator are:

- Furthering the objects of the Club.
- Supporting the implementation of the Clifton Park sport and recreation facility project.
- Building positive recreation relationships and partnerships in the Waitara community and surrounding districts.
- Working closely with the other Foundation Club members as the facility development project continues.
- Supporting the growth of participation in sport and recreation programmes and clubs.
- Promoting efficiency, effectiveness and sport leadership amongst the sport and recreation providers.
- Securing external funding to support the Club to further its aims.

Key Accountabilities	Key Accountability Measures
<ul style="list-style-type: none"> • Preparation of reports and presentations to the club • Proactively maintain a current awareness of the clubs activities and status. • Developing projects and programmes that support the aim of the Club, reviewing the plans regularly to ensure tasks and milestones are being achieved in a timely manner. Follow up on any actions, quickly address any difficulties, and escalate issues where necessary. • Growing opportunities for the community to participate and benefit from the facility assets. 	<ul style="list-style-type: none"> • Accurate documentation in place and reporting provided in a timely manner. • Accurate preparation of reports. • Programmes are aligned with the Clubs work programme and priorities. • Options and solutions are developed to overcome challenges and engage the community. • Innovative practice is evident in work planning and delivery. • Funding is secured to support the viability and sustainability of the work of the Club. • Single easy to use booking system is established.

<ul style="list-style-type: none"> • Supporting the development of funding applications, sponsorship proposals and revenue generation agreements. • Developing a facility booking system and growing patronage for the club • Development of marketing activities and business growth opportunities 	
<ul style="list-style-type: none"> • Establish and maintain effective working relationships with internal and external contacts. • Ensure that the relationship between the club and its key stakeholders are positive and constructive. • Positive representation of the Club in the community. • Growing relationships in the community. 	<ul style="list-style-type: none"> • Effective professional relationships are developed and maintained with internal and external contacts. • Ability to represent the club and field enquiries in accordance with Club policy. • Leveraging of strategic funder relationships. • Key stakeholders consider that their relationship with the club is positive and constructive • A professional image is conveyed. • Conflict is effectively managed.

Key Relationships

Key relationships include, but are not limited to:

- Foundation Clubs
- Community Funders (TSB Community Trust, TET Trust, New Zealand Community Trust , and others)
- Sports, community and recreation groups in Waitara and surrounding community.
- Waitara Alive
- Waitara business community
- New Plymouth District Council
- Sport Taranaki
- Te Kotahitanga o Te Atiawa (and hapū)
- Waitara Schools and ECEs including kōhanga reo and Te Kōpae.
- YMCA
- Media
- New Plymouth district Community Board

Work Complexity

The most challenging aspects of the roles are considered to be:

- Maintaining a high level of knowledge and engagement that supports the successful delivery of the clubs activities.
- Growing facility usage and developing a multi-facility booking system.
- Regularly handling face-to-face liaison with internal and external stakeholders
Encouraging behavioural or practical change to improve sport and recreation organisation and delivery.
- Incorporating wider social, cultural, economic and environmental context into plans, projects and advice.
- Developing and reporting on projects and programmes.
- Fostering community support and building cohesive support for the club

Skills, Qualifications and Experience

The role requires someone who is able to demonstrate experience and competence in the following areas:

- Education and qualifications in a relevant discipline (communication / marketing, community development, sport and recreation)
- Experience in the development and management of community / business / strategic relationships.
- Confident and experienced 'community' worker.
- IT Literacy.
- Programme and project development skills and awareness of evaluation and performance management operations.
- Communication and marketing.

Personal and Professional Attributes

- Strong written and oral communication skills
- Administrative competence.
- Sound judgement and initiative.
- Sound decision making skills.
- Effective time management.
- Innovative and solution focused.
- Self-motivated and able to work with minimal supervision.
- A commitment to and interest in sports and recreation.

Work Scheduling

The Community Coordinator/Centre Manager will be responsible for the development of a work programme in conjunction with the Club

Reporting

The Community Coordinator/Centre Manager will be required to provide monthly report to the Club

Other

The position will require some work out of normal office hours.

Computer hardware and a telephone may be supplied, but the person will be expected to use their own vehicle.

From time to time it may be necessary to consider changes in the position description in response to the changing nature of the Club. No changes to the job description or the terms of the agreement will be made without due consultation and engagement.