

Gymnastics Coordinator

About the business and the role

Te Puru Community Centre is a charitable trust located on the beautiful Pohutukawa Coast. Te Puru has a diverse range of services including health & fitness, OSCAR holiday programmes, recreation, affiliated sports programmes & general facility operations.



Gymnastics plays an integral part in the community centre, with pre school, after school aged classes and pre competition. This is a great foundation for the children heading on to other sports or continuing their journey with gymnastics.

Job tasks and responsibilities

- Provide leadership and supervision of the Gymnastics coaching team and gymnastics programme including instructing participants, class health & safety, supervising coaches and communication with parents.
- Assist in further training and development of the coaches within the gymnastics team.
- Create and implement term focus plans and detailed weekly individual class lesson plans.
- Take control of all gymnastics correspondence with parents and gymnasts via newsletters, emails, FB
- Develop and sustain positive relationships with participants, coaches, parents and Gymnastics NZ
- Organise termly registration information and forms.
- Maintain up to date database and follow through with outstanding payments.
- Register and prepare gymnasts, including assisting with routines, for competitions.
- Complete termly reporting to Gymnastics NZ and supply appropriate records.
- Assist with the setup equipment and pack down for classes.
- Assist with fundraising ideas and implement to generate income for new equipment.
- Continue to work towards expansion opportunities for the gymnastics club

Skills and experience

- * Current gymnastics qualifications through GNZ are preferred but not necessary.
- * An extensive background in fundamental gymnastics is recommended
- * Experience in a similar role - gymnastics or coaching of another sport
- * Current x2 days per week with room for growth

Closing date: 13/10/2017

Please forward all Cover Letters and CVs -
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