



Job Description

Position:	Coach: General Gymnastics
Reports To:	Head Coach, Gym for All
Direct Reports:	Nil
Functional Relationships:	Hutt Valley Gymnastics Staff, Members, Parents, Families/Whanau

A key purpose of all staff is to contribute to the achievement of Hutt Valley Gymnastics (HVG) mission and values. These are:

- Mission: Hutt Valley Gymnastics provides an inclusive environment where gymnasts enjoy quality coaching and programmes.
- Values: People, Organisation, Success, Revenue, Facility

The Coach shall be responsible for:

- Providing coaching services to support Hutt Valley Gymnastics Club programs.
- Providing timely and effective communication with the Head Coach on matters within the programme
- Follow the Clubs Coaching Best Practice Policy (Attached):
 - Respect the rights, dignity and worth of every individual gymnast as a human being.
 - Be a positive role model for the sport and gymnasts.
 - Make a commitment of providing a quality service to your gymnasts.
 - Provide a safe environment for training and competition.
 - Managing Behaviour
 - Protect your gymnasts from any form of personal abuse.

Duties

Task Description (key responsibilities)	
Prior to Coaching	<ul style="list-style-type: none"> • Arrive at the gym 5 minutes prior to your scheduled class to check equipment and session plans and know where you will be for that session. • Always follow Health and Safety Procedures. • Follow the Clubs Coaching Best Practice Policy.
During Coaching	<ul style="list-style-type: none"> • Complete attendance registers for class participants. • Adapt equipment or activity as needed to ensure it is appropriate for child's height and age. • Provide positive reinforcement and encouragement during the whole entire class. • Provide hands on support where needed. • Keep to the session plans that are designed for the class. • Discuss gymnasts that cause disruption to classes with Head Coach as they arise.
After Coaching	<ul style="list-style-type: none"> • To make yourself available 5 mins after class to discuss progress of class participants with childrens guardians. • Ensure feedback is given to children and parents where needed. • See the Head Coach if you have a gymnast who is having problems mastering a skill.

	<ul style="list-style-type: none"> • Tidy equipment and clear rubbish as you see it. Please do not consume any food inside the gated area. • Fill in timesheet at the end of each session.
Promotions and Events	<ul style="list-style-type: none"> • Encourage participants to return in the following term. • Be available to go to festivals and competitions as required. • Support Club marketing and fundraising activities as well as encouraging members to participate.
Staff Management and Development	<ul style="list-style-type: none"> • Discuss opportunities for professional development with the Head Coach and/or Programme Manager. • Work with the Head Coach on an ongoing basis to improve the quality of the classes and coaching. • Attend coaching workshops. • Attend courses pre-approved and directed by the Programme Manager.
Teamwork	<ul style="list-style-type: none"> • Develop working relationship with Head Coach and other staff. • If you are unavailable, obtain cover in consultation with the Head Coach.

Ideal Skills and Attributes

- Confidence to work directly with children and parents
- Strong communication skills.
- Be presentable, wearing tidy clean uniform.

Signed: _____ Dated: _____