



Position:	Kapiti Gymnastics Centre Manager
Reports to:	Kapiti Gymnastics Governance Board
Tenure:	Permanent Full Time (30+ hours per week)
Direct Reports:	Head Coaches x 4; Office/Financial Administrator
Functional Relationships:	Gymnastics NZ, Staff, Coaches, Volunteers, Members, Parents, Schools and Community Groups, Suppliers and Service Groups, Stakeholders

Kapiti Gymnastics is a vibrant community centred Gymnastics Club with over 750 children attending a variety of programmes and classes each week. The club currently offers four streams of gymnastic programmes - Schools/Preschools; Recreational Gym For All classes; Men's Competitive (MAG) and Women's Competitive (WAG), along with hosting 100-120 birthday parties each year, school holiday programmes and major gymnastic competitions each attended by between 100-400 athletes from around the Wellington Region and across NZ.

Kapiti Gymnastics are looking for a highly motivated and capable Centre Manager to work closely with our Head Coaches and support staff to provide a positive, inclusive environment where our coaches and gymnasts will thrive in a well maintained and equipped facility.

The **Centre Manager** will be responsible for:

- People Management
 - ❖ Direct management of our Head Coaches and Office/Financial Administrator, enabling and supporting them with appropriate and reasonable resources to ensure efficient and effective operation of the club
 - ❖ Continue to build a positive, friendly and supportive workplace which encourages co-operation and cohesiveness between programmes.
 - ❖ Implement and deliver on the Boards intent and vision for Kapiti Gymnastics
 - ❖ Ensure regular review and refresh of all Kapiti Gymnastics club policies and procedures
 - ❖ Oversee all HR and employment contract functions
- Centre Management
 - ❖ Maintaining Kapiti Gymnastics Clubs financial viability
 - ❖ Oversee the maintenance and compliance of the Kapiti Gymnastics facility including ensuring both equipment and building are fit for purpose
 - ❖ Oversee the management of external contractors and providers
 - ❖ Liaise with Kapiti Coast District Council regarding lease and future development plans for the facility
- Financial Management
 - ❖ In conjunction with the Financial Administrator ensuring that all reconciling, accounts, tax and budget responsibilities and accountabilities are met.