



# Position Description

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**Position Title:** Athlete Wellbeing Coordinator - Tri Star Gymnastics Club

**Reports to:** Competition Programme Manager, Tri Star Gymnastics Club

**Location:** Auckland Regional Gymnastics Centre, Keith Hay Park, Mt Roskill, Auckland

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## TRI STAR VISION – Growing gymnastics, Growing people, Growing champions

Tri Star's vision is to develop gymnastics programmes and grow participation in recreational and sporting activities that meet community needs, giving every participant the opportunity to be the best that they can, and provide programmes for those with ambition to achieve regional, national and international honours.

## POSITION OBJECTIVES

- This is strictly a **non-coaching role** with athlete wellbeing the primary function.
- Reporting to the Competitive Programme Manager (CPM), the Athlete Wellbeing Coordinator (AWC) **is responsible for the competitive programme athlete wellbeing.**
- The role is a part of the **Competition Leadership Team (alongside Lead Technical coaches for MAG, WAG, Trampoline & Tumbling)** and acts as a role model for the Tri Star values.
- The role is responsible for the **organisation and delivery of the Athlete Wellbeing plan** and is the delegated support person for all competitive athletes both in and outside of the training / competition environments.
- The AWC is required to provide **athlete support** in both training and competitive settings and is the safeguarding officer for competitive athletes at Tri Star.
- The role is a key role in continuing to **develop strong engagement with caregivers /parents**, and is the primary contact person for competitive programme athletes and caregivers for **any non-technical (gymnastic) communication.**
- The AWC provides **administrative support** for all competition programme activity including week to week training, club initiatives, fundraising and competitions.

- The AWC will support the delivery of Tri Stars **health and safety programme**.

## **SKILLS REQUIRED**

- Excellent communication skills across all ages with an ability for relationship management and a customer service focus.
- Preference for training and experience in pastoral care, counselling, or youth mentoring.
- An ability to empathise with and get alongside athletes so they feel supported.
- Experience in managing sports teams in a tour setting.
- Strong logistics skills and the ability to deliver timely outcomes in an environment with competing priorities.
- Ability to work unsupervised, self-motivated, positive attitude, self-confident, with the maturity to share the vision.
- Adaptable - can adopt a best practice approach to Athlete Wellbeing to suit the Tri Star and New Zealand gymnastics environment.
- Intermediate level IT ability including the ability to competently use Microsoft applications and Google Docs.
- First aid qualifications.

## **ROLES AND RESPONSIBILITIES**

To ensure the Club's goals are met, the Athlete Wellbeing Coordinator will fulfil the following duties:

### **Organisation and delivery of the Athlete Wellbeing plan.**

- Organising educational opportunities for athletes, parents and staff and liaising with all external presenters / facilitators.
- Attend meetings of the Athlete Wellbeing Advisory Group.
- Ensure Tri Star is achieving compliance with member protection, child protection and any other relevant club policy.
- Ensure Tri Star in achieving best practice in athlete wellbeing developments.

### **Athlete support.**

- Meeting regularly with competition Athlete Leaders to help provide a clear athlete communication and support.
- Facilitate running of all competition team building / cultural activities in both training and competitive settings.
- Daily 'floating time' in the training environment to be available to support athletes in any appropriate way (e.g. first aid support, mediation, relationship building.)
- Advocate for athletes in any complaints process or conflict resolution.

### **Develop strong engagement with caregivers/parents**

- Assist in delivering activity that increases caregiver/parent connection to the competitive programme.
- Develop a positive relationship with parents, coaches, staff and communicate any relevant information to them.
- Respond to any non-technical competition related enquiries in a timely manner.
- Keep the Competition Programme Manager informed and updated with all Athlete Wellbeing activities through scheduled meetings.
- Attend relevant staff meetings and staff development days when programmed.

### **Administrative support.**

- Providing administrative support to the CPM to ensure the efficient delivery of all competition programme activity including week to week training, club initiatives, fundraising and competitions.

### **Support the delivery of Tri Stars health and safety programme.**

- Maintain the Safe365 Health & Safety programme keeping an up to date accident registry and risk register and producing monthly H&S reports.
- Ensure all staff are up to date with police checks and first aid.

### **General**

- Complete any other duties as required by the CPM commensurate with the role.
- The AWC position is a 20 hour / week position 2:30-6:30pm Monday – Friday at our Keith Hay Park facility, 55 Arundel St, Mt Roskill, Auckland.

All applications inclusive of CV can be submitted to [david.phillips@tristar.org.nz](mailto:david.phillips@tristar.org.nz) by 8 October, 2021.