

## POSITION DESCRIPTION



<b>Job Title:</b>	Centre Manager	<b>Position Type:</b>	To be discussed with successful applicant
<b>Location:</b>	Turn and Gymnastic Circle Hamilton/Work from home	<b>Travel Required:</b>	Rarely

### Job Description

#### ROLE AND RESPONSIBILITIES

The role of Centre Manager has three primary objectives to support the ongoing growth, club health, and future development of Turn and Gymnastic Circle as an Incorporated Society:

- Administrative management - Manage email inbox, facebook messenger, and phone message queries from prospective and current members. Establish an annual grants funding calendar, determine funding priorities from the governing committee, co-ordinate funding application requirements and submit the applications.
- People management - employees and volunteers across recreation and competitive programmes, including managing the club timetable, development and performance reviews for employees and volunteers, and supporting a positive and athlete focused culture. Leadership of club events including the annual recreation competition, our end of year display, and other events that may arise.
- Health and Safety management including maintaining an up-to-date risk register, and completing investigations when incidents occur. Reporting of health and safety requirements and incident investigations to the governing committee.

Other secondary objectives for the role of Centre Manager include:

1. Enabling efficient enrolment for recreation gymnasts and directing parents to customer service from the appropriate senior coach as required in relation to their child's progress in gymnastics.
2. Seeking resolution to complaints or directing these to the appropriate point of contact for complaints and escalating these to the club president when required.
3. Determining, maintaining, and co-ordinating marketing plan and content with support from appropriate partners
4. Ensuring that T&GC social media and website is updated with latest news and current information

#### KEY PERFORMANCE INDICATORS

The following areas are how success is measured in relation to performance in the Centre Manager role:

- All employees have current development plans and performance reviews are carried out at a minimum annually (ideally twice a year)
- Measurement of the growth of the membership of the club
- Successful events where our volunteers and employees feel their contribution has been valued

A performance review will be conducted with the Centre Manager annually by the club President and Gymnastics NZ Relationship Manager. Ongoing feedback will be provided by measurement of these targets at the three weekly operations meeting.

#### ADDITIONAL NOTES

From time to time, there are additional duties required by the club. These are agreed with the club president and remunerated accordingly.

<b>Reviewed By:</b>	Emma Brookes	<b>Date:</b>	2/12/2021
<b>Approved By:</b>	Committee	<b>Date:</b>	7/12/2021
<b>Last Updated By:</b>	Emma Brookes	<b>Date/Time:</b>	2/12/2021