



Centre Coordinator Position Description

Gymnastics Nelson is a not-for-profit sports club, offering a wide range of programmes from preschool, Gym For All, Women's and Men's Artistic Gymnastics, birthday parties and holiday programmes. We are looking for a Centre Coordinator to join the team.

Position Title: Centre Coordinator

Reports to: Gymnastics Nelson Committee

Location: Mosey Grayson Memorial Gymnasium, Behind Nelson Intermediate School

Roles and Responsibilities of the Centre Coordinator

- Ensure smooth day to day operation of the Club, including the health and safety obligations are met by the Club including the Centre is kept clean and tidy.
- Manage Club effectively and efficiently in accordance to Club policies and procedures and keep them up to date.
- Identify any health and safety risks, and follow-up with all large accidents and incidents.
- Provide a friendly, helpful and organised frontline assistance to athletes, parents, contractors and other visitors to Gymnastics Nelson.
- Answer and respond to phone calls, emails and counter enquires.
- Manages all Centre bookings for birthday parties and visits including pre-schools & schools.
- Enter athletes into local and out of region competitions
- Book accommodation and travel for coaches travelling to out of region competitions.
- Send out communications to all members including termly newsletter
- All aspects of payroll
- Payment of all monthly bills including PAYE & GST in consultation with Treasurer
- Bank reconciliation and the management of credits and refunds
- Follow up with all outstanding fees
- Invoice all members for term fees, visits, birthday parties and competitions
- Maintain budget in collaboration with Club Treasurer, assist with end of year finance review and keep incorporated Society page up to date.
- Manage resources within operating budget including organising repairs and maintenance for all equipment.
- Work with Head Coaches to create programme specific budgets and ensuring requirements of each programme is adequately met and costs for each programme are understood
- Implement strategies and initiatives within the Gymnastics Nelson strategic plan.
- Keep up to date with GNZ related activities and information and adopt relevant GNZ policies
- Raise online presence of GNI and updating social Media sites,
- Maintain effective communication with stakeholders including Nelson Intermediate School, Sport Tasman and source new opportunities to promote the Club
- Coordinate with Head Coaches regarding staff requirements for programmes,
- Ensuring all staff have three monthly meeting with appropriate Head Coach and/or Centre Coordinator and annual appraise with appropriate Head Coach and /or Centre Coordinator

- Meet with Head Coaches monthly and weekly updates for all staff
- Ensure coaching qualifications, first aid certificates, child protection, requirements police vetting are current and up to date in Coaches and volunteers profile.
- Lead child protection officer.
- Manage all complaints in a timely manner and achieve acceptable resolutions where possible.
- Attend monthly Committee meetings and provide clear and accurate reports on the general state of the Club including but not limited to Health and Safety risks and concerns, injuries to members, complaints and resolutions and up to date GNZ activities and information where appropriate.

Skills required

- Experience in staff management and strong leadership
- Strong interpersonal customer capability and excellent verbal and written communication skills.
- Strong logistics skillset with ability to complete tasks to a deadline
- Familiarity with, and competency in database management (preferably Friendly Manager).
- Experience with financial processes
- Moderate level of Microsoft Suit and IT literacy including the use of social media for promotional purposes.
- Ability to work with children and parents with the commitment to Safeguarding Children compliance
- Willingness to work collaboratively as part of a team in a Not for Profit Sports organisation

Hours of Work

- 30 hours per week

General

- Hours of week are to be agreed to with the employer and are to be worked in the Gymnastics Centre.
- Applications need to be a New Zealand resident, Visa support is not offered.

If you are interested in joining our team and you have the knowledge, ability and enthusiasm to fill this role please email Dennie Cappell President at denniecapell@yahoo.co.nz providing a CV, covering letter and the names of two refers with your application.

Applications will be reviewed as they are received. Closing date is Tuesday 30 April.