

Gymnastic Club Manager

We're on the lookout for someone with the perfect blend of leadership, business acumen, and a passion for children's gymnastics. If you have relevant qualifications and experience, we want to hear from you!



Ideal candidates will bring:

- Stellar communication skills (written and verbal)
- Team player mindset with development focus
- Ability to connect with children and whānau
- Xero experience
- Social media savvy for promotions
- Commitment to continuous improvement
- Networking skills in the wider community and sports
- Clean driver's license
- Microsoft Office proficiency
- Adherence to SportNZ Code of Ethics
- Pass NZ Police Vet Check
- A track record of coaching gymnastics, skills development and a sound understanding of movement

Role reports to: Executive Committee (Board Chair)

Permanent role, 30 hours per week guaranteed (including coaching)

Core hours 1pm – 6pm Monday -Friday and 9am-2.30pm Saturday

Potential for the role to grow

Direct Reports

- Office Administrator
- Contractors
- Coach Employees
- Volunteers

Functional Relationships

- Executive Committee (Board)
- Gymnastics NZ (GNZ)
- Staff, Coaches, Contractors and Volunteers
- Members, Parents, Guardians, Families/Whanau
- Schools and Community Groups
- Supplies and Service Providers
- Stakeholders

A key purpose of all staff is to contribute to the achievement of a thriving club community.

The Club Manager shall be responsible for:

- Ensuring the development of a positive, friendly and supportive environment, which encourages co-operation and happy workplace.
- Ensuring that staff and coaches are provided with appropriate and reasonable resources to ensure efficient and effective operation of the club.
- Working with the Executive Committee (Board) as required, to develop and implement strategic plans for the club.

Manager Role

- To manage activities of the club in line with the outlined expectations of this job description
- Attendance at monthly Executive Committee (Board) meetings, as requested, and provide clear and accurate reports on the general and financial state of the club, including but not limited to;
- Financial performance and position
- Health and Safety risks and concerns
- Injuries to athletes and updates on recovery where appropriate
- Complaints from members, coaches and parents - resolutions
- Keep up to date with GNZ related activities and information reporting to the Board where appropriate.
- Liaise with GNZ officer(s) as required.
- To build and maintain good working relationships with other gymnastics clubs, particularly clubs within Southland and Otago.

Key Responsibilities

General Operations Management

- Ensure smooth day to day operation of the club.
- Ensure appropriate systems and processes are in place, where applicable and up to date. Develop business cases to implement new systems as required.
- Oversee administrative functions and processes within the club.
- Lead implementation of the strategic plan in accordance with Executive Committee's (Board) direction
- Develop annual business plans in with strategic direction of the club – including but not limited to Financial Budget, Areas of Growth, Funding Opportunities, Succession Planning
- Manage the club effectively and efficiently, and in accordance to club policies as outlines and approved by the Executive Committee
- Maintain and report on club risk register and highlight to Board monthly

Financial Management

- Develop and maintain operation budget in collaboration with the Treasurer.
- Work with relevant Lead Coaches or Programme Managers, collaboratively create programme specific budgets ensuring requirements of each programme is adequately met.
- Prudently manage club resource within operating budget.
- Ensure all financial obligations and processes are met e.g month end, debtors/creditors.
- Provide regular (nominally monthly) reports to the Executive Committee (Board) on the financial status of the club.
- Xero management

Health and Safety

- Ensure all Health and Safety obligations and processes are met.
- Work collaboratively with Executive Committee (Board Member) to maintain up to date Health and Safety policies.
- Develop and maintain equipment and maintenance register for all apparatus in the club.
- Actively identify any health and safety risks and inform the Executive Committee (Board) of any items requiring attention.
- Assist with Child Wellness requirements

Marketing and Public Relations

- Work with the Executive Committee (Board) to ensure the club is presented in a strong, professional manner to relevant stakeholders.
- Develop and implement marketing plans and associated budgets (reporting on activity and results as required)
- Liaise with media and advertising.
- Co-ordinate promotional events as required.
- Develop and maintain relationships with other clubs, school groups and individuals to the benefit of the club.
- Form relationship with major Community stakeholders – Active Southland, ILT

Staff Management and Development

- Provide clear direction and leadership to the club's staff, coaches, contractors, volunteers and members.
- Proactively manage complaints in a timely manner when required to achieve acceptable resolutions where possible.
- Implement staff development plans and KPIs and effectively monitor progression as part of annual staff appraisal process

Events, Grants/Funding

- Working with Lead Coaches and Programme Managers to ensure smooth and effective management of club events and competitions.
- Identify opportunities for funding and proactively manage applications.
- Identify opportunities for funding and sponsorship for Athletes, Events and Club, pro-actively follow up for renewal of funding and sponsorship opportunities.
- Oversee administration of any code fundraising and funding records and documentation
- Submit proposals and grant reports to the Executive Committee (Board) on new, and progress of existing opportunities

Executive Committee (Board) Support

- Support the Executive Committee (Board) to fulfil its role in accordance with policies and the constitution.
- Pro-actively work with the Executive Committee (Board) on development of strategic plan, taking a leadership role as required.
- Present management, health and safety and financial reports at Meetings
- Prepare minutes of Executive Committee (Board) meeting for distribution
- Report Member Retention/Attrition data
- Report Marketing Data/Results

Coaching

- Coach Junior Recreational and Junior Competitive gymnastics programmes with a gymnast-centred approach. This role will seek to focus on fundamental movement and skills development, delivered in a fun and professional manner.
- Plan, coordinate and deliver Junior Recreational and Junior Competitive coaching sessions
- Coordinate and liaise with other coaches to ensure the smooth and efficient running of the programme.
- Provide expertise in coaching and demonstrate sound technical knowledge.
- Plan and coach gymnastic classes in a safe and professional manner.
- Liaise with parents, guardians, coaches and club officials.

- Attend relevant coaching courses
- Attend competitions
- Help foster a positive and collaborative, athlete-focused culture.
- Adhere to all policy documentation, code of conduct and Gymnastics New Zealand policies and guidelines.
- A requirement of the role is completion of a comprehensive First Aid certificate and the successful completion of Child Safeguarding training.

If this sounds like you, we would love to hear from you!

Please email your application (CV and cover letter) to invercargillgym@xtra.co.nz.

Applications will be considered as they are received.