



Position Description

Position Title: Weekend Recreational Gymnastics Coach - Tri Star Gymnastics Club

Reports to: GfA Programme Manager (GPM), Tri Star Gymnastics Club

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

POSITION OBJECTIVE

- To *coach* in the GfA Programmes as required and according to level of coaching expertise.
- Coach birthday parties

SKILLS REQUIRED

- Experience coaching Recreational Gymnastics or other similar sports in a New Zealand setting
- First Aid Certificate
- Relationship management skills and a customer service focus.
- Basic IT skills (word, excel, email).
- Excellent written and verbal communication.
- Able to plan for programme delivery in a busy environment with competing priorities.
- Ability to work unsupervised, self-motivated, positive attitude, self-confident, with the maturity to share the club vision.
- Adaptable - can adopt a best practice approach to coaching to suit the Tri Star and New Zealand gymnastics environment.
- Able to work collaboratively with the Tri Star team of coaches.

ROLES AND RESPONSIBILITIES

To ensure the club's goals are met, the Weekend Gymnastics Coach will fulfill the following duties:

Coaching

- During term time, on weekends, coach groups within the GfA programme and birthday parties at an appropriate level to experience.
- During Holiday time, fulfill contact hours with other work as instructed by the GfA Programme Manager
- Cover Birthday Party delivery

Culture

- To build long term positive relationships with members (athletes), parents of members, staff and other key stakeholders of the club.
- Ensure equipment is checked regularly, particularly prior to use and comply with equipment safety reporting requirements.
- Attend relevant staff meetings and staff development days when required.

- Attend appropriate events to maintain coaching qualifications and ensure relevant ongoing professional development.
- Attend on-the-job safety, skills and development training as required from time to time.
- Be familiar with the correct Health and Safety (e.g. first aid) procedures and comply with reporting requirements.
- To provide cleaning assistance as required.
- Assist with events at the club where appropriate.
- Be responsible for the training, conduct, safety and discipline of participants at all times when they are under your supervision.
- Coach all athletes fairly, using positive reinforcement.
- Know, promote and adhere to all club rules.

Role hours - Parttime

- 16 hours / week of group coaching or party delivery (Saturday & Sunday)
 - Saturday hours – 8:45am -5:15pm
 - Sunday hours – 10:45am – 7:15pm

Applying

We are interested to hear from you even if you can do even one of the weekend days.

To apply for this role, please send a CV and Cover letter to our GfA Programme Manager at gillian.tracey@tristar.org.nz.

Applications close on 6th September 2026 or once the position has been filled.