



Job Description

Gymnastics Coaching Staff

- Job Title:** Assistant Gymnastics Coach / Gymnastics Instructor / Gymnastics Coach (depending on qualification)
- Responsible To:** Programme Supervisor
- Direct Reports:** N/A
- Place of Work:** You will be required to work at any site where the Company operates should the need arise

Purpose of Job:

- To provide a consistently high standard of service through the instruction of gymnastics to all age groups and all sectors of the community.
- To provide a quality system of course administration.
- To assist in the implementation of the set program and awards scheme.

Key Responsibilities:

1 Core Values

- To promote the Company's Values through personal behaviour and by challenging behaviour in others that is contrary to the Values.

2 Customer

- Maintain good relations with customers, dealing with all enquiries and complaints, offering help and support in line with the Company's customer care policies.
- To teach gymnastics in line with the appropriate awards scheme
- To give constructive verbal feedback to all participants on an ongoing basis.
- To complete the records of achievement with written feedback to the agreed departmental standard with direction from the lead coach or instructor.

Formatted: No underline, Font color: Auto

Formatted: No underline, Font color: Auto

Formatted: Font color: Auto

Formatted: No underline, Font color: Auto

Formatted: Font color: Auto

3 People

- To work as a team member.
- To regularly feedback to the line manager.
- To take instruction from the lead coach or instructor to support with own personal development and to comply with Health & Safety.

Formatted: No underline, Font color: Auto

4 Financial

- Ensure through the registration process that all participants are on the session register

- Assist in control of stock equipment and saleable items which are used to support the programmes.
- To provide feedback and statistical information to the management team on the scheme.

Commented [KC1]: Charlotte Rogerson Are assistant coaches really expected to provide statistical information?

5 Business Development

- Assist in promoting and marketing the Activity Programme and other children's activities run at the venues.

6 Operations

- Instruct on the Activity Programme at the Company's sports facilities.
- Correctly set up, dismantle and store equipment in conjunction with operating procedures and health and safety guidelines.
- Follow a set program and implement award schemes.
- Register the children in accordance with set procedures.
- Follow all procedures and ensure safe practice is followed.
- Speak and feedback to parents when required
- Contribute to the design and administration systems which support and enhance the operation of the gymnastics programme.
- Follow standards and structures for every gymnastics lesson using the record of achievements as working documents.
- Maintain and supervise equipment used during the lesson programme.
- Report any equipment faults to the line manager promptly and lead coach/instructor.
- Carry out any other duties that are appropriate to the post.

Formatted: Font color: Auto

7 Key Performance Indicators

- Good timekeeping.
- Class participation numbers
- Progress of participants

8 Health and Safety

- Adhere to the Company's health and safety policy and procedures at all times.