

POSITION DESCRIPTION

Position Title	Gymnastics Instructor
Position Code	
Business Unit	Wangaratta Sports and Aquatic Centre
Work Group	Customer Experience
Position Classification	Band 3
Effective Date	July 2021

Our Vision

The Rural City of Wangaratta prides itself on being a community that is connected, sustainable and contemporary. We provide our community with diverse opportunities to participate in the arts, sport and recreation, and in cultural events and programs to bring them together to connect and celebrate the great place in which we live. In this context we have a vision to build the best sports, aquatics and events precinct in regional Victoria – bringing significant social, recreational, health and economic benefits to our community. Our staff enjoy the regional lifestyle and the benefits of a community situated within a gourmet food and wine region, with a wide range of outdoor adventure activities, and serviced by excellent education and health facilities. We live in a place where good things grow.

Our Values

Our staff are our greatest asset. Our success comes from the everyday demonstration of our values, being:

- **Trust**, to have confidence in the character and competence of our work colleagues. □
- **Respect**, to acknowledge all people as individuals with inherent worth and value.
- **Openness**, where we are frank, honest and accountable in our dealings.
- **Fairness**, so we treat colleagues and customers fairly and consistently.
- **Excellence**, to contribute to outstanding services, systems and relationships.
- **Enjoyment**, so we obtain personal satisfaction from our work and display our enjoyment in the workplace.

1. Position Objectives

- To work consistently to our vision of developing the Premier regional Sports & Events Precinct in Victoria.
- To deliver and promote a high-quality gymnastics program that is both fun and engaging.
- To create a welcoming and inclusive environment for all involved in the program.
- To encourage and promote child development through physical movement in a structured learning environment.
- To continually look to improve all aspects of the gymnastics program and promote a love of the sport of Gymnastics in participants

2. Working Relationships

Reports to	Customer Experience & Participation Coordinator
Shift direction	Gymnastics Communications Officer

3. Key Responsibilities

- Promote and encourage gymnastics participation for all ages and genders.
- Work as a team on shift to deliver excellent experiences for our gymnasts
- Display great levels of enthusiasm and display a passion for gymnastics.
- Maintain a safe and pleasant environment for members, guests and other staff.
- Construct and deliver a program that allows for continuous growth and development of the children.
- Immediately report all maintenance, feedback and other issues relating to the efficient operation of the gymnastics program.
- Maintain a high standard of personal presentation and openness for the children and parents/guardians.
- Develop strong and meaningful relationships with the children and parents/guardians of the program.
- Able to effectively communicate and discuss issues s/guardians.
- Manage incident situations including delivering first aid and all follow up reporting requirements as per WSAC policy and procedure.
- Ensure any issues or problems that arise are dealt with in accordance with WSAC procedure and policy.

4. Core Physical Requirements

- Capacity to lift, shift and set up gymnastics' equipment of an unspecified weight within individual limits.
- Capacity to hold a variety of complex positions (stretching, squatting & kneeling).
- Capacity to set-up and pack-up a variety of gymnastics equipment of different shapes and weights.

5. Accountability and Extent of Authority

Gymnastics instructors are accountable to the Customer Experience & Participation Coordinator and onshift are supervised by the Gymnastics Communications Officer

- Work is performed within specific guidelines and under general supervision.
- Maintain relevant records of tasks, activities and issues that have arisen during the shift.

- Take appropriate actions in the event of a safety, first aid or security incident, ensuring that the Gymnastics Communications Officer or Duty Manager are briefed appropriately.

6. Judgement and Decision Making

- The incumbent is responsible for making decisions relating to the day to day running of their gymnastics classes at WSAC.
- The objectives of the role are clearly defined with procedures clearly documented.
- Guidance and advice will always be available; however, in the event of an emergency the incumbent must have the ability to initiate the appropriate response, acting as an area warden depending on the situation

7. Knowledge and Skills

7.1 Specialist Skills and Knowledge

- Good physical fitness and a sound knowledge of gymnastics foundations, progressions and breakdowns of core movements.
- Ability to develop term plans, lesson plans and deliver progression based classes
- Experience working with children of differing levels of skill and ability.
- Ability to solve minor customer problems and complaints in a fair and equitable manner.
- Demonstrated commitment and capacity to work flexible hours to reflect the operational requirements of the service.

7.2 Management Skills

- Ability to handle difficult situations, including emergencies, calmly and decisively.
- Ability to remain focused during challenging periods including peak service delivery.
- Gymnastics instructors must have good organisational skills, program planning and time management skills.
- Ability to maintain accurate records, lesson plans and collaborate and team teach where required.
- Ability to assist and support other staff, where necessary, to ensure smooth operation of the gymnastics classes.

7.3 Interpersonal Skills

- Ability to follow instructions and guidelines.

- Approachable, positive attitude and the ability to relate to the patrons in a friendly, helpful manner.
- Strong people skills, including the ability to convey instructions and information to patrons and gain the cooperation of patrons in the administration of safety requirements.
- Ability to interact effectively with customers from a range of backgrounds, age groups, abilities and fitness levels.
- Display confidence and flexibility in service delivery and the execution of tasks.
- Ability to use own initiative and demonstrate self-motivation.

8. Qualifications and Experience

- Experience in designing and running effective and engaging gymnastics classes.
- Providing a program that offers progression and development that will ultimately lead to great gymnastics skills.
- Passion for continuous learning.
- Strong ability to connect and build relationships with participants.
- Knowledge of OH&S in a gymnastics environment.

Minimum qualifications

- Beginner Coaching Accreditation & Current registration
- HLTAID003 Provide first aid
- HLTAID001 Provide cardiopulmonary resuscitation
- First Aid HLTAID003
- Working with Children Check
- Must maintain a satisfactory Police Check

Desirable

- Intermediate or Advanced Coaching Accreditation.
- 3 + years of experience planning and delivering gymnastics classes.

9. Key Selection Criteria

- Relevant qualifications & experience with Gymnastics class delivery
- Experience in delivering gymnastics classes to suit children of different ability levels.
- Display a love and passion for the growth of gymnastics in the region.
- Good time management skills, and an ability to work autonomously and part of a team.
- Ability to provide a safe working environment for yourself, staff and the children.

Authorised by: Director – Community Wellbeing

Date:

Employee's Signature:

Date:
