



# Job Description

## Gymnastics Coach

**Job Title:** Gymnastics Coach

**Responsible To:** Dry Sports & Activities 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 activities 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 Core Values through personal behaviour and by challenging behaviour in others that is contrary to the Core 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.

#### 3 People

- To work as a team member.
- To regularly feedback to the line manager.

#### 4 Financial

- Ensure through the registration process that all children provide a receipt as proof of payment.
- Assist in control of stock equipment and saleable items which are used to support the programmes.

#### 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.
- Carry out any other duties that are appropriate to the post.

## **7 Key Performance Indicators**

- Customer focused.
- Ability to communicate with people at different levels - parents, staff, management, children.
- Must enjoy working with children.
- Professional and responsible.
- Flexible attitude to working with the ability to use own initiative.
- Good timekeeping.

## **8 Health and Safety**

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