APPENDIX TWO

Job Description

GYMNASTICS FOR ALL PROGRAMME ACTIVATOR

JOB DESCRIPTION

BUSINESS UNIT	*SPORT BUSINESS*
REPORTS TO	Manager – Whanganui Boys & Girls Gym Club
LOCATION	Whanganui Boys and Girls Gym Club
HOURS OF WORK	Part Time (32 hours) Monday ~ Sunday *This position requires flexible working hours*
KEY INTERNAL RELATIONSHIPS	• Manager • Competitive Programme Manager • Administration Manager • Coaches/Volunteers/Members • Sport Whanganui
KEY EXTERNAL RELATIONSHIPS	• Schools/Preschools/Kohanga Reo's • Community Groups • Gymnastics NZ • Regional Gymnastics Clubs

ABOUT WHANGANUI BOYS AND GIRLS GYM CLUB

The Whanganui Boys & Girls Gym Club is a not for profit charitable organization, established in 1957. Today we have over 500 regular gymnast members who use the club at least once a week and around 850 other users each week. We are affiliated to Gymnastics New Zealand along with almost two hundred other gymnastics clubs in the North and South Islands of New Zealand. We provide gymnastics sessions not only for the super talented kids of Whanganui and beyond, but for everyone who wants to have a go. Some of the classes we run are:-

- Recreational Artistic Gymnastics
- Recreational Trampoline
- Tumbling
- Preschool from 18 months
- Schools & Early childhood
- Parkour Gym
- Recreational competitions
- Women's Artistic Competitive
- Men's Artistic
- Sports Aerobics
- Teamgym
- Incentive Awards
- Disability sessoins
- Adult gymnastics

In line with Gymnastics NZ we are now providing for four out of five of the gym sports in New Zealand, we aim to provide a class for each individual's talents maintaining a safe and happy environment for each person to challenge themselves, and we always strive to improve!

We have a team of dedicated staff, coaches, and volunteers who make the club a great place to be whether it be during the week in our sessions or at one of our annual events or competitions

The Club also has Group Accommodation attached to our main facility which has been home to many sports teams and visitors to Whanganui. We hold birthday parties each weekend and our Holiday program for 5 to 13 years runs through each school holiday - we really do have something for everyone here at our club.

Vision:

Creating quality opportunities for our community through Fun, Fitness and Fundamentals. To build strong confident individuals to aspire to be all they can be.

Direction and focus for the club:

To grow the club sustainably by developing people and systems that will provide a legacy for both the club and Whanganui

PURPOSE OF ROLE

Whanganui Boys and Girls Gym Club require an action-orientated, experienced and multi skilled GFA Programme Activator to maintain and grow our Preschool, Schools, Community and Recreational Gymnastics Programmes.

You will ensure that all delivery sessions are fun and structured appropriately while also ensuring that all participants are in a safe and happy learning environment.
You will be committed to service delivery, great communication and capable of developing and leading a small delivery team in collaboration with Whanganui's Gymnastics community and its stakeholders.

You are responsible for the support and training of our youth coaches, supporting them in their coach development to become confident, adaptable, and versatile gymnastics coaches.

KEY AREAS OF RESPONSIBILITY – GFA PROGRAMME ACTIVATOR

- Gymnastics Programme Development & Implementation
- Develop Schools and Community based Programmes
- Staffing Rosters
- Gymnastics Delivery
- Youth Coach Development
- Displays/Competitions/Camps
- Support Head / competitive coach when required.

KEY TASKS AND RESPONSIBILITIES

The overall tasks, responsibilities and outcomes for the WBGGC Club manager's position is outlined below. Specific KPI's related to each of these will be developed and agreed with the WBGGC Committee.

KEY TASKS	RESPONSIBILITIES	OUTCOMES	KPI's
Coaching	Responsible for Developing & implementing a comprehensive range of innovative gymnastics programmes for all groups that meet the requirements of the club, gymnasts & community. Provide Coaching Delivery Support Head Coach to Oversee/Develop & Implement the Coach Development Plan.	A range of innovative programmes are offered to the community All sessions are safe and enjoyable All bookings are staffed appropriately by trained & qualified coaching staff. An active role is taken in delivery of sessions The coach development plan is managed, opportunities are identified for coaching staff and plan is updated and implemented	•
Camps/Clinics/ Comps	Responsible for the planning and implementation of GFA Camps Responsible for the planning and implementation of GFA Awards/Comps/Events	Camps are organized and scheduled as per coach and gymnast development plan. Competitions are scheduled, planned and entry forms circulated, gymnasts entered into appropriate competitions and records kept.	•
General	Assist in the organization and conduct of Club Events, including fundraisers, breakup function, Christmas parade etc Undertake general administrative tasks as required Assist the club to maintain & implement Policies & Procedures as necessary. Regularly survey gymnastic equipment to identify any repairs and/or replacement of equipment as required.	Assist with events and projects as identified by the Manager Records are maintained and files kept. Policies and procedures are adhered to Gymnastics equipment is surveyed monthly and faults/concerns are reported to the Manager	•
Club Development	Assist with the development of the clubs operational plans	Assistance is given in the development of the clubs operational plans as requested.	•

	• Attend meetings, training programmes and events, including competitions as required to meet the needs of the Club and for self-improvement.	• Meetings & events are attended as required.	
Professional development	• Attend national and regional conferences, courses and educational workshops, as negotiated and agreed as part of personal development plan. • Support the delivery of WBGGC and Sport Whanganui Health and Safety policies and procedures.	• Relevant national and regional conferences, courses and educational workshops have been attended as per personal development plan and reports submitted to Committee. • WBGGC is a safe and enjoyable space for all.	•