Gymnastics Coach - Position Description

POSITION TITLE	Gymnastics Coach
DEPARTMENT / INDUSTRY	Recreation
AWARD / AGREEMENT	Fitness Industry Award 2020
CLASSIFICATION / GRADE	Level 2AA – Level 4

About YMCA South Australia

"We work together from a base of Christian values to provide opportunities for all people to grow in body mind and spirit" (our mission).

YMCA South Australia is an accredited social enterprise, non-profit, and locally governed leader in our sector, serving the South Australian community for more than 175 years. With more than 1,200 like-minded colleagues (and growing), we deliver programs and services across the state in settings including schools and early learning centres, community recreation centres, swimming pools, gymnastics centres, allied health services, health and fitness facilities, community centres, camps and youth services.

Our aim is to develop the whole person, helping all South Australians connect with a better life. Not only their physical fitness and capabilities, but also their sense of identity, purpose, hope and dignity; psychological health; resilience; social connectedness; lifelong learning; and their own contribution back into the community. All the elements that together constitute a full, healthy, productive, and satisfying life. We bring all of this together through an integrated social impact framework, so our efforts add up to something greater than any single program.

As a preferred employer, we invest in our people as much as we invest in our community.

Our vision (FY27-30) is **"Whole people. Strong communities. South Australia flourishing."**

The Y Factor

YMCA South Australia's culture is characterised by what we call "the Y Factor" – **"genuine care for the whole person, for every person."** This ethos runs deep at the Y, being evident in our rich history of positive change around the world. This kind of authentic concern for others opens the opportunity for deeper and more profound impact – both on the community's wellbeing and our own as staff and volunteers. The YMCA is an environment in which everyone is to be recognised and appreciated as the unique and inherently valuable person they are. A place in which every person can "grow in body, mind and spirit".

For further information regarding YMCA South Australia, please visit www.sa.ymca.org.au.

Position Summary and Requirements

"As a member of staff at YMCA South Australia, this position requires you to work as part of a team committed to goals and mission that actively fosters community participation and involvement."

YMCA South Australia offers a variety of Gym Sport Programs, suitable for all ages, ability and abilities levels. The Gym Sport Programs are developed and managed by YMCA Directors and qualified coaches with a focus on participation and enjoyment and a high emphasis on Safeguarding Young and Vulnerable People.

A Gymnastics Coach at YMCA South Australia will be committed to quality customer service, safety, and the pursuits of excellence in the YMCA Gym Sport Programs. The position requires an energetic, and responsible person who can work as a part of a passionate team and maintain complete and current knowledge of all aspects of coaching the appropriate Gym Sport. You will be expected to act professional and as a good example when delivering programs and always offer support and encouragement to other members of the team.

Areas of accountability	Key duties	Measures
Operations	• Implement safe sessions with an emphasis on enjoyment and progression. • Assist in child development and provide relevant feedback where necessary. • Provide excellent customer service, utilising strong communication and troubleshooting skills to manage customer enquiries, requests, and complaints. • Ensure a safe environment is always maintained for both staff and children. • Guarantee the philosophy, policies and procedures of the Program and Centre are upheld and implemented Interact with children in a positive, sensitive, and respectful manner. • Ensure gym area remains a clean, tidy, and safe environment for all patrons during and at conclusion of shifts.	• Complete gymnast assessments on time and in detail. • Punctual to commencement of shifts. • Minimal customer complaints regarding coach's politeness or level of customer service • Attend and participate in monthly staff meetings. • Attend and participate in training and development sessions. • Attend all evacuation training. • Read and acknowledge internal communications and procedures. • Incident reports completed as per the YMCA incident management policy.

	• Participation in the development of a strong team and a supportive environment. • Effective communication with members, guests and the community. • Ensure all incidents and damages are recorded and brought to the attention of your supervisor Maintain specific daily procedures including sign in/sign out log. • Comply with YMCA South Australia's procedures for safety, training, document control, corrective and preventative action and customer complaints. • Comply with all YMCA South Australia's Policies and Procedures. • Maintain a working knowledge and understanding of the Centres Emergency Action Plan. • Perform other Centre Specific duties as required and comply with reasonable directions. • Undertake other duties commensurate with salary.	
Level 3 only	• Support and encourage beginner coaches during their learning process and technical skills development. • Ensure beginner coaches understand and implement coaching responsibilities and guidelines. • Be actively involved in preparing internal training and development opportunities for staff.	

Key Relationships

Reporting to:	Gymnastics Head Coach / Programs Coordinator / Programs Director
Direct Reports:	N/A

Key Internal Relationships:	YMCA South Australia staff and volunteers YMCA staff nationally Centre volunteers
Key External Relationships:	Patrons and key stakeholders of YMCA South Australia Members and Families Community Groups Gymnastics South Australia
Safeguarding Category	Child-Facing Role

Selection Criteria

Qualifications and Licences – Essential

- National Police Check (NPC) (must be within 6 months of issue date).
- International police check (for applicants who have worked overseas in the last 5 years).
- DHS South Australian Employment Working with Children Check (WWCC).
- RRHAN-EC Masterclass – Responding to Risks of Harm, Abuse and Neglect – Education & Care.
- HLTAID009 Provide CPR.
- HLTAID011 Provide First Aid.
- Current Gymnastics Australia Technical Membership.
- Gym Sport Coaching Accreditation, Gymnastics Australia
    - Level 1 – Fundamentals Accreditation
    - Level 2 – Intermediate Accreditation
    - Level 3 – Advanced Accreditation

Knowledge and Experience – Essential

- Sound understanding of relevant Gym Sport skills.
- Experience working with children and young adults in a sporting environment.
- Experience monitoring progression and completing assessments of an individual or group.
- Experience providing both face to face and written feedback.
- Excellent interpersonal skills with the ability to communicate to people of all ages.
- Proven ability to proactively work with minimal direction and supervision.

Personal Attributes

- Demonstrates a commitment to the YMCA's mission and can role-model the "Y Factor" to others.
- Creates a fun and exciting work atmosphere that is hardworking, and goal orientated.
- Demonstrated ability to work effectively both independently and as part of a team.
- Creates a welcoming atmosphere by engaging all people in a friendly and approachable manner.

- Works as part of a team and shows professionalism.
- Punctual in both attendance on shift and attendance at staff meetings.
- Promptly responds to customers' needs or concerns.
- Recognises and acts on the need for support and will accept and delegate responsibility when required.
- Models, demonstrates, and teaches positive values like caring, honesty, respect, and responsibility.
- Maintains high standards of presentation and personal grooming.

Safeguarding Children and Young People

For young people to be inspired, they must Feel Safe and Be Safe. As part of our Safeguarding Strategy at the Y, we have developed our Safeguarding Framework which aspires to ensure that all Children and Young People are safe and feel safe at the Y, in their families and in their communities.

Our Safeguarding Framework aims to develop:

- A safe culture nationally which empowers Children and Young People by promoting Children and Young Person focused leadership and governance.
- Safe operations to ensure Y People have the right policies, processes and practices to keep Children and Young People safe; and
- Safe environments at the Y and in communities which empower Children and Young People to thrive.

All Y People are integral to ensuring the implementation of our Safeguarding Framework across the Y. Y People in Direct Contact Roles will do this by:

- Upholding the rights of and always acting in the best interest of Children and Young People.
- Fulfilling your responsibilities under safeguarding legislation within your State, including declaring anything you become aware of through the course of your engagement with the Y which a reasonable person would consider could impede your suitability to have contact with Children and Young People.
- Supporting your colleagues, supervisors and/or direct reports to understand their responsibilities under safeguarding legislation.
- Participate in all required Safeguarding Children and Young People training for your role.
- Report any suspicions, concerns, allegations or disclosures of alleged child abuse or neglect in line with policies and procedures.
- Actively participate and contribute to continuous improvement of Safeguarding policies, procedures and practices.
- Maintaining appropriate vetting checks including, but not limited to, Working with Children Checks (or equivalent), National Police Check and International Police Check (as required).
- Support the facilitation of safe operations to ensure Y people have the right policies, processes, and practices to keep children and young people safe.
- Speaking up about any safeguarding risks and/or concerns to ensure that you are supporting the continuous improvement of our spaces and safeguarding practice.

- Complete appropriately detailed risk assessments to address any vulnerabilities to children and young people as required.
- Empower all children and Young People to have a voice particularly in matters that affect them.
- Actively educate, promote and advocate the protection and safety to all children and young people, families and their communities.

Work Health and Safety

You will be required to:

- Familiarise yourself with all policies, procedures, and work practices of YMCA South Australia.
- Maintain currency of knowledge in relation to work health and safety.
- Maintain a working knowledge and understanding of your centre's Emergency Action Plan.
- Take responsibility for your own health and safety and the safety of the work environment.
- Ensure that your actions and omissions do not adversely affect the health and safety of other persons.
- Comply with all reasonable instructions in relation to work health and safety, including YMCA South Australia's policies and procedures as amended from time to time.
- Assist YMCA South Australia to provide an inclusive workplace by adhering to YMCA South Australia's Access and Inclusion Policy and applicable equal opportunity laws as amended from time to time.
- Inform your manager of any issues or concerns that may affect your ability to perform your role safely.
- Promote a positive safety culture by contributing to the health and safety consultation, communication, and action.
- Respond to plant and building emergencies and act as chief warden in an emergency evacuating the Centre if required.

Approval of Position Description

Date created or revised:	25/08/2026
Approved by:	Bijanka Rajic- Head of People and Safety

Acknowledgement of Incumbent

I acknowledge that I have read and understood the requirements of this position.

Name:	

Signature:	
Date:	