



Chelmsford Gymnastics Club

JOB DESCRIPTION

<u>Job Title:</u>	Level 1 Assistant Gymnastics Coach
<u>Salary:</u>	To be discussed at interview (Depending on experience and qualifications)
<u>Reporting to:</u>	Rabin Beeloo – Head Coach
<u>Location:</u>	Chelmsford Gymnastics Club
<u>Position:</u>	Casual hours from Monday to Saturday times ranging from 4-8pm (Weekdays) 9-2pm (Weekends) depending on groups available. This will be determined within the interview process.

Role requirements

- To have up-to-date knowledge of all Safeguarding and Welfare procedures related to children and young people
- To have excellent verbal and written communication skills
- To be Level 1 qualified (Minimum Core Proficiency) Gymnastics Coach
- To possess the knowledge and ability to coach and supervise all aspects of gymnastics for gymnasts aged 4-18
- To have a good general knowledge of the different pathways available within the sport
- To have the flexibility to accommodate and adapt a range of different programmes to meet the needs of gymnasts
- To have the availability to coach week and weekend classes throughout the year
- To be able to plan and coach gymnastics programs under the direction of the Head Coach
- To have competent organisational, administrative and computer literacy skills required to fulfil the role

Essential Functions

- Teach any and all recreational groups through all rotations that are considered safe by current standards.
- Teaching students the skills relevant to your qualification as a level 1 coach (see BG guidelines).
- Explain and demonstrate age appropriate gymnastics skills.



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- Observe and assist participants in acquiring new skills.
- Provide lesson plans demonstrating progression of your students.
- Set up and tidy away equipment specific to each class.
- Check equipment and gym environment regularly to ensure a safe environment for participants & report any problems to the Head Coach
- Update Admin Team, Head Coach and Welfare Team of any issues relating to students
- Report accidents and injuries that occur during class to the Head coach
- Ensure first aid is administered
- Inform and update parents and carers of programs, policies and information
- Inform and update parents and carers of their child's progress and behaviour
- Assist gymnastics supervisor by providing input for classes
- Take responsibility for own continued professional development by attending meetings, training, clinics, conferences and courses
- To ensure the confidentiality of sensitive information regarding the club, staff and participants at all times, adhering to GDPR
- To adhere to all British Gymnastics policies as well as policies and procedures specific to Chelmsford Gymnastics Club
- To undertake any other duties specific to the role as directed by the Head Coach

Required Training and Qualifications

- CPR and First-Aid Certification, or have the ability to obtain within six-months (6) of employment.
- BG Level 1 in General/Womens/Mens Gymnastics with the desire to work towards a level 2 in the future.



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