

 <b>SPORT IRELAND</b> NATIONAL SPORTS CAMPUS	<b>Gymnastics Coach</b> <b>Job Description</b>	<b>Doc Reference No.</b>	<b>Gym Coach</b> <b>01</b>
<b>Author:</b>	<b>Head of Gymnastics</b>	<b>Revision No.</b>	<b>01</b>
<b>Approved by:</b>	<b>Head of Sport</b>	<b>Approval Date:</b>	<b>01/11/2017</b>

JOB DESCRIPTION	
<b>Job Title:</b> Recreational Gymnastics Coach	<b>Job Holder:</b> Vacant
<b>Job Location:</b> National Sports Campus	
<b>Reports to:</b> Head of Gymnastics	
JOB PURPOSE:	
Reporting to the Head of Gymnastics, the Gymnastics Coach will provide successful delivery of all Recreational Gymnastics Programmes delivered by the National Sports Campus ensuring these programmes are delivered to the highest standards, in a safe and welcoming environment.	

Responsibility	Tasks
Coaching	<p>Teach recreational gymnastic and trampoline sessions</p> <p>Provide a high standard of delivery to all levels of the Gymnastics and Trampoline programme sessions.</p> <p>Support the Head of Gymnastics and other Coaches in all aspects of the development of the programme ensuring high quality service delivery.</p> <p>Maintain up to date records for all participants.</p>
Health & Safety	<p>Ensure that Health and Safety rules and procedures are applied and adhered to at all times.</p> <p>Provide accurate and detailed safety information to customers as requested by the Head of Gymnastics or any member of Management.</p> <p>Ensure that all equipment is in working order and safe for use prior to each session.</p>

	Report any safeguarding concerns immediately to the Child Protection Officer.
Standards	Adhere and implement all NSC policies & procedures  Keep accurate records in relation to all aspects of work and prepare reports as required.
Technical Responsibilities	Keep up to date with developments in Gymnastic, Trampoline teaching and coaching.  Attend training courses as required.  Continuously improve Gymnastics knowledge and skills to remain up-to-date on all gymnastic coaching practices and trends.
Internal and External Relationships	Internal All NSC staff  External All NGB's on site on campus, all external customers/clients.

The above contains the main outline of duties. However it's inevitable that tasks may arise which may not fall within the remit of the above list of main duties. Employees are required to respond with a flexible approach when ad hoc tasks arise which are not specifically covered in their job description. Should an additional responsibility become a regular part of an employee's job, the Job Description will be amended to reflect this.

<b>JOBHOLDER ENTRY REQUIREMENTS:</b> <i>Identify the essential knowledge, skills and behaviours required.</i>	
<b>Knowledge (Education &amp; Related Experience):</b>	
<ul style="list-style-type: none"> <li>Minimum of Level 1 Gymnastics Ireland Coaching qualification or Internationally recognised equivalent</li> </ul>	
<b>Key Skills</b>	
<ul style="list-style-type: none"> <li>Strong interpersonal and communication skills</li> <li>Excellent organisational skills</li> <li>Proven ability to a high standard of customer service</li> <li>Good administrative skills</li> </ul>	
<b>Key Behaviours</b>	
<ul style="list-style-type: none"> <li>Customer focused</li> <li>Flexible approach to work</li> <li>Ability to use own initiative</li> <li>Solution focused attitude</li> <li>A team player</li> <li>Enthusiastic and positive attitude</li> <li>A desire to continuously improve</li> </ul>	

