JOB DESCRIPTION

Job Title: Community Gymnastics Coach		**Ref No:**	**JE Ref:** G369(2)
Department: Education, Skills and Community Wellbeing	**Band: 5**	**Location: DG1**	
Responsible To:	Lead Gymnastics Coach / Duty Officer		
Responsible For:	Delivering Gymnastics sessions to a range of participants		
Job Purpose:	• Instruct all types of gymnastics activities • Assist with facilitating, supervising, administrating and promoting leisure and gymnastics activities, extra curricular programme, events and holiday programmes within specific area of region • Assist in supporting the development of volunteers and coaches through coach education • Assist in the local gymnastics development structures		
Main Responsibilities:	1. To coach gymnastics activities. 2. To oversee the general safety and behaviour of customers to prevent injury, or damage to individuals, equipment or the facility. 3. To assemble or dismantle equipment as required. 4. To ensure all activities adhere to Health and Safety procedures. 5. To undertake any Health and Safety instruction given. 6. To provide reports and plans on specific gymnastics programmes. 7. To undertake administrative duties, related to these activities including, maintaining class registers, statistics etc. 8. To assist in the preparation and distribution of promotional material for gymnastics activities. 9. To undertake staff development as required or requested. 10. To assist in the mentoring and monitoring of new coaches. 11. To identify potential coaches and volunteers from schools and the community and assist them through coach education. 12. To assist in the development of gymnastics programmes and athlete pathways within Dumfries and Galloway. 13. To promote and organise gymnastics programmes within the local area of Dumfries and Galloway. 14. Any other duties commensurate with the level and nature of the post as required by the Director – Communities.		

Job Activities:	To provide a quality level of gymnastics tuition to all participants	
Performance Management	***The job activities listed are not exhaustive and may be added to or amended consistent with the job purpose.*** • To manage your own performance and any staff you may be responsible for in accordance with the Council's values of Customer First, continuous improvements, openness and honesty, local decision making and team working. • To achieve the agreed performance targets detailed in the work plan and contribute to performance appraisal activities. • To manage your own performance in compliance with all Codes, Regulations and procedures including Code of Conduct, Health and Safety and Governance. • To manage risk, promote risk awareness and prioritise work in light of the risk analysis. • To actively commit to the Council's equality and diversity vision statement and associated policies that promote fairness and equality and celebrate diversity, in dealing with colleagues, clients and service users. • To take all reasonable measures to limit carbon emissions and reduce energy/ resource consumption when undertaking work activities.	
Prepared by:	**Andy McLean**	**Date: 30/06/22**

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