



JOB DESCRIPTION

Job Title: RECREATIONAL COACH

Reports to: Recreation Coordinator

Job Objective: Primary responsibility of this position is to teach people of all ages and abilities the fundamentals of gymnastics within a fun and safe environment, to promote good health and fitness, and to assist in continuing progress of all participants within their ability level.

COACHING RESPONSIBILITIES

- Create effective, healthy, positive and productive relationship with participants.
- Coach participants by following the professional coaching standards and principles of Gymnastics Canada Long-term Athlete Development Plan.
- Adhere to Gymnastics Canada, Gymnastics BC and Okanagan Gymnastics Centre policies and procedures.
- Create class lesson plans that teach skills which are ability appropriate and fall within your certification level.
- Ensure a safe workplace for all participants, coaches and staff.
- Support participants in their desire to learn through correction, motivation and spotting.
- Provide an inclusive environment for participants to succeed.

ADMINISTRATION

- Ensure accurate record of all payroll information, including hours for each pay period.
- Distribute information to participants as required.
- Keep up to date class lists marking participant's attendance for each class.
- Complete participant report cards, mid-session and end of session.
- Plan and attend internal and external meetings as required.
- Promote all club events and functions as they occur.

SPECIAL EVENTS AND FUNDRAISING

- Promote gymnastics and Okanagan Gymnastics Centre in the community.
- Support Okanagan Gymnastics Centre's fundraising efforts through participation, promotion and leadership.

HEALTH AND SAFETY

- Ensure a safe and enjoyable environment for all children

- Detect, minimize and report any hazardous conditions, practices and behaviours in the workplace to the Director of Operations.

COMMUNICATION

- Ensure professional, regular and effective communication occurs with participants, parents, colleagues and stakeholders of the organization
- Answer routine questions from the public and educate them about programs available at Okanagan Gymnastics Centre

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and the requirements of the job change.

Employee Name

Date

Employee Signature