



Job Description

MAG Head Coach & Program Coordinator

Job Title: MAG Head Coach and Program Coordinator

Reports to: Program Manager, Executive Director

Department: Advanced Program

Terms of Employment: Permanent Full Time, benefits package

Language of Work: English

Wage: \$32 - \$42 per hour

VISION AND MISSION STATEMENTS

Vision Statement: *To be the centre in Delta for achieving personal excellence in sport and self-development through gymnastics.*

Mission Statement: *We provide high quality gymnastics programs to optimize each participant's mental and physical development, and self-confidence.*

DUTIES AND RESPONSIBILITIES

Monitor the yearly plan for each athlete's competitive level for the upcoming gymnastics season referring to the development and training of all performance factors - technical, tactical, mental, and physical.

The yearly plan is to contain:

- Goals and objectives for each level and for each gymnast
- Competition Dates
- Training periods for each level
- Preparatory, competitive, and transition phases, which include:
 - Strength and flexibility training
 - Skill acquisition
 - Psychological training
 - Testing
 - Learning, repetitions, and perfection
 - Routine building
 - Learning half or full routines
 - Training factors
 - Volume and intensity

Job Description

MAG Head Coach & Program Coordinator

Design a skill acquisition list for the competitive program

- Skills to be progressive to attain the goals and objectives desired. This would cover:
- the order of skills to be taught
- the key skills to be taught
- the drills and conditioning specific to the skills

Monitor the progress of each competitive gymnast - assist in the Club Plan

- ensure that coaches maintain current records (evaluations and attendance) of gymnasts
- plan parent meetings for throughout the year
- Place the gymnasts into groups in co-operation with the competitive coaching team, see that gymnasts are placed in-groups that will suit their physical ability and will enhance their self-esteem.
- Have a good monitoring system to show progress with flexibility, strength and key skills
- To have monthly physical testing

Competition Travel

- organize and coordinate all the meets for the season as per yearly plan
- ensure that all gymnasts have returned the written permission to attend their scheduled meets and that parents have a copy of the permission form.
- publish meet schedule as early as possible
- ensure parents are well-informed about meet schedules and plans
- If travel is involved - devise travel plan and budget in advance and inform parents. When costs are involved plan well in advance with a proposal of schedule and costs for all gymnasts attending.
- ensure all meet results are received and recorded
- support the gymnasts at the competitions
- ensure that a press release is published for each meet
- participate in the organization (technical and otherwise) of our meets

Conduct Performance Reviews with competitive coaches

- Provide copies to Executive Director for filing
- Discuss any potential problems as they happen with the Executive Director
- Discuss great quality and performance with the Executive Director

Communicate effectively with parents

- keep parents well informed at all times giving a minimum of one full weeks notice of any change to scheduled plans
- inform parents of any problems or progress of their child
- provide communications coordinator with newsletter content prior to monthly deadline
- Provide the Marketing Coordinator with a calendar of important dates and events for the website
- Bulletin Board - help keep the competitive bulletin board current with club information and reference material



Job Description

MAG Head Coach & Program Coordinator

- Post upcoming meets and who will be competing on the bulletin board
- Have parent meetings with each group as per club plan to discuss long and short-range goals and objectives, up coming meets, social activities etc.

Design written individual programs for injured athletes

- Specialized programs to cover conditioning, flexibility, and gymnastics skills. These programs can be set for gymnasts with specific weaknesses so they can do specific conditioning. For gymnasts with injuries, design specific conditioning to suit the situation.

Coaching

The MAG Program Coordinator position is expected to play a large part in the coaching of the program:

Planning and Preparation

Knowledge of Participants and Learning Process

- Proper progressions to teach skills
- Research about your participants – age, program, skills/abilities, injuries
- Identify any behavioral issues with participants that need to be addressed
- Review any special needs of participants in the class

Setting Instructional Outcomes

- Prepare for goal setting
- Ensure suitability of diverse learning styles
- Balance the needs of participants in the group

Knowledge of the Use of Equipment

- Understand rotations
- To extend the teaching of skills progressions
- To best suit participant's learning styles

Design Lesson Plans

- Incorporate a variety of learning activities and learning styles
- Plan for choice and sequence of activities and transition between activities
- Plan for a challenging, yet fun experience founded on sound gymnastics theory to help participants achieve their respective goals.

Understand Assessments

- Use knowledge of report card/assessment goals for lesson planning and development of individual participants



Job Description

MAG Head Coach & Program Coordinator

- To recommend other programs for best fit of class/program to the participant to the coordinator

Class Environment

Create an Environment of Safety

- Consider health and safety aspects when making decisions
- Teach only skills that are appropriate to the program that the athletes are in and appropriate to the current level of the athletes
- Consider positioning, especially with respect to other programs in the gym
- Assess equipment and gym area daily to ensure it is safe for participant use
- Report all injuries
- Customize program for injured athletes so they can safely heal and continue to develop
- Become familiar with all Emergency Procedures for facility and/or off-site programs

Create an Environment of Respect and Engagement

- Teach rules and expectations of behavior

Establish a Culture for Learning

- Pride in accomplishment
- Importance of skills and their progressions
- Expectations for learning and achievement

Manage Class Procedures

- Ensure participants are behaving safely at all times, especially when traveling through the gym

Manage Participant Behaviour

- Coach the participants in groups by balancing their individual needs.
- Follow through with expectations and responses to misbehavior

Coach

Communicate and Engage Participants

- Engage with your participants; learn their names, celebrate achievements and positive behaviors, and address ongoing behavioral problems if needed
- Set expectations for learning – what you will be watching
- Provide clear directions and rules – how and when you will make interventions

Explain skills progression, goal setting

- Use Questioning and Feedback Techniques
- Use open-ended questions and relate to goal-setting
- Identify causes of failure, reassure, adapt, explain, and recognize success



Job Description

MAG Head Coach & Program Coordinator

Engage Participants in Learning

- Use a variety of activities and drills
- Use a variety of equipment and resources
- Consider class structure and pacing

Use Assessment in Coaching

- Actively coach in the feeder programs to get to know athletes and their abilities – to help with assessments to grow and develop the program
- Apply assessment criteria – learning and mastering skills
- Monitor the development of each participant
- Encourage participant self-assessment

Flexibility and Responsiveness

- Make lesson adjustments depending on abilities and individual needs

MANAGEMENT

Operations

- Understand and follow all policies and procedures
- Create annual program plan, follow throughout the year and evaluate post-season
- Schedule NCCP level-appropriate coaches for programs
- Oversee scheduling substitutions
- Collaborate with other Coordinators when scheduling coaches and ensure overtime is not unnecessarily accrued
- Oversee injury reporting and follow up as needed
- Resolve all member inquiries professionally; pass onto correct staff person or supervisor when needed
- Assist Admin Team in registering participants
- Provide customer service as needed
- Develop and maintain records for each athlete, including awards and achievements if applicable
- Assist coaches in evaluating athletes if applicable

Programming

- Plan the types and number of programs by examining past years and estimating member needs
- Collaborate with the other Program Coordinators in order to create the seasonal and daily rotation schedules

Job Description

MAG Head Coach & Program Coordinator

- Monitor waitlists
- Make programming changes as needed: collaborate with other Program Coordinators and understand how these changes affect others
- Coordinate all changes with the Admin Team
- Create program-specific curriculum based on sound technical knowledge; collaborate with Leadership Team as needed
- Create long-term plans for each program and monitor progress; address discrepancies in collaboration with program coaches
- Understand and assist coaches in creating an injury training plan for injured athletes
- Assist coaches in yearly plans for individual athletes if applicable

Risk Management

- Work with the Operations and Equipment Safety Coordinator to ensure all programs are safe, appropriate and put the needs of kids first
- Ensure that scheduled coaches are teaching appropriate levels and teaching within their accredited level
- Consider health and safety aspect when making decisions

Marketing and Communications

- Act as a contact point for parents/guardians with dependents in related programs; keep them informed, including schedule changes and events
- Know and understand the different programs to help athletes and their guardians understand their next steps
- Ensure all special events are marketed appropriately, including programs on professional development days and other one-off programs
- Promote DGS and our programs as appropriate, especially when communicating with stakeholders
- Liaise with external professionals connected to athletes as needed including doctors and physiotherapists

Human Resources

- Ensure staff understand and follow all policies and procedures
- Provide leadership to coaches with clear expectations, open communication and respect; supervise and delegate duties
- Supervise gym floor during peak times as needed; step in if risky or negative situations are observed and assist coach in developing a better method using a collaborative and developmental strategy rather than a shaming and cessation one
- Discipline staff with a calm and rational demeanour up to, but not including the final warning; focus on due process, improvement and clarity of expectations, not punishment
- Orient staff and provide ongoing coaching

Job Description

MAG Head Coach & Program Coordinator

- Oversee all relationships with and between staff and volunteers by modelling emotional maturity, patience and grace
- Conduct staff meetings as required
- Evaluate staff performance: probationary, annual and ad hoc
- Oversee and encourage coach development, including development opportunities including courses and mentoring
- Seek authorization from Executive Director for any expenditures for coach development

Financial Responsibility

- Create annual and other budgets for programs by analyzing past years and taking a conservative approach to cash flows
- Track progress of budget and fill in actual values as information is available
- Report major discrepancies between projections and actual values to Executive Director
- Coordinate with Business Manager to track those members with unpaid fees and assist him or her in following up with parents/guardians
- Be open to other sources of revenue; present ideas to leadership team

Staff Meetings

- Attend all-staff meetings, planning sessions and other ad hoc meetings, and contribute as needed
- Attend all weekly staff meetings with a respectful and engaged attitude
- Represent your function in meetings and contribute meaningfully
- Employ an organizational-wide perspective, being mindful of the interactions between various functions
- Value the spectrum of gymnastics levels and the important role each plays at DGS
- Take responsibility and ownership of function-related meeting items; bring in speakers, prepare presentations, provide advice and answer questions as needed
- Give constructive, thoughtful and gentle suggestions as needed; be open to suggestions

Personal Growth and Development

- Evaluate performance annually and create next steps
- Identify areas of growth; create reasonable and measurable goals and pursue them
- Source courses and other development opportunities; authorized by Executive Director

Delta Gymnastics Society Ambassador

- Interact with all internal and external stakeholders with a professional and authentic demeanour
- Know and understand our basic history
- Know, understand and live out our values in a committed and consistent fashion
- Know and understand our mission and vision statements and consciously apply them in daily decisions



Job Description

MAG Head Coach & Program Coordinator

Other Duties

- Attend all staff meetings as required
- Assist other staff with duties, especially during busy periods
- Assist with various DGS events

Supplementary Information

- Contribute to the cleaning and maintenance of the facility and equipment
- Help with and participate in our functions, activities and promotions
- Must be able to focus on a digital display for long periods of time
- Must be able to communicate clearly verbally and in writing

REQUIREMENTS AND ASSETS

Requirements

- Verbal and written communication skills
- Superior relationship building skills
- Multi-tasking skills
- Superior organizational skills
- Conflict management skills
- Innovative
- Scheduling skills
- National Coaches Certification Program (NCCP) level 2 (dependent on Program type)
- 2 year of experience in a similar position
- Working knowledge of Microsoft Word, Excel, Outlook, and Publisher
- Passion for well-being and development of children
- Leadership ability

Assets

- Experience in a diversity of gymnastics programs
- Experience budgeting