



Job description for Trampoline Coach & Centre Coordinator

ROLE TITLE: Trampoline Coach & Centre Coordinator

RESPONSIBLE TO: Technical Directors

SALARY: £20,000 – £22,500 (Dependent on coaching qualification and experience) with opportunity to grow beyond this

HOURS: 35 hours of coaching and administration per week

CLUB'S MISSION STATEMENT:

Our mission is to enrich our community's physical and mental health by providing a world leading trampolining experience.

CLUB'S VALUES:

Family – Sparta feels like home where everyone is safe and secure to be themselves on and off the trampoline.

Fun – At Sparta we enjoy ourselves by working hard and playing hard too.

Fitness – Trampolining is a fantastic form of exercise which naturally releases endorphins improving feelings of health and well-being.

Friendship – We all respect each other, and forge friendships based on trust and equality.

Fulfilment – Sparta inspires people to have the courage and determination to try their best and fulfil their potential.

PERSONAL QUALITIES, EXPERIENCE AND SKILLS REQUIRED:

- ✓ Able to relate to and act in accordance with the club's Mission Statement and Values
- ✓ Minimum of 3 years successful trampoline coaching experience
- ✓ Experience working with young people & their parents/carers
- ✓ Growth mind set and an eagerness to continually improve
- ✓ Excellent communicator
- ✓ Confident in leading others
- ✓ Self-motivated and able to carry out tasks independently
- ✓ Organised and able to plan work to maximise efficiency
- ✓ Honest and accountable
- ✓ A "think outside the box" attitude to problem solving
- ✓ Committed to the club and the development of Sparta
- ✓ Committed to the development of trampolining within Scotland
- ✓ Able to adapt and learn to use new technology that benefits the club's development

EXPERIENCE AND SKILLS DESIRED:

- ✓ Experience developing trampolining above club level
- ✓ Experience dealing with challenging situations in customer service
- ✓ Experience in marketing/social media

ROLE PURPOSE:

1. To manage all classes and additional activities.
2. To provide effective coaching to club members.
3. To represent the club and its members at appropriate venues and events.
4. To develop Sparta to become a world leading trampoline club.

MAIN TASKS ARE TO:

Trampoline Coach

1. Required to work antisocial hours including evenings and weekends.
2. Remain at the end of a session to ensure that all equipment has been stored and that a designated and responsible adult has safely collected all under-18 performers.
3. Ensure that as their principal coach all gymnasts for whom you are responsible are adequately prepared for and supported at competitions.
4. Has the skill set or willingness to learn to coach each type of class provided (e.g. preschool), along with additional activities (e.g. private lessons).
5. To always act in a responsible and appropriate manner in accordance with the Club's Codes of Conduct, ethics, and best practice.
6. In addition to classes, run private lessons, birthday parties, club events and hall hire lets.

Lead Coach

1. In all classes at Sparta, allocate groups and coaches appropriate to needs, oversee the running of the entire class so all needs are catered feasibly catered for.
2. For competitive classes, plan the weekly warm up and conditioning sessions
3. Be able to write conditioning plans both for the class and individual gymnast's needs; including individual athlete plans.
4. In preschool, be a leader and engage with all parents/ guardians/gymnasts. To plan and deliver new and exciting learning activities to enhance learning with our youngest gymnasts. Develop opportunities to retain gymnasts to follow preschool onto recreational sessions as they grow older.

Centre Coordinator

1. Work to drive Sparta forward by monitoring, evaluating, and developing the club; continually looking for ways to improve.
2. Arrive at least 1 hour before the start of that day's sessions to prepare the training in order that the session may start on time;
3. Prepare, deliver, and evaluate suitable programmes for all gymnasts; including (but not limited to):
 - regularly assess class sizes and attendance and prompt spaces were required,
 - lead each class, always ensuring safe practice and providing excellent customer service,
 - regularly monitor coach numbers in classes to make sure sessions are financially feasible.
4. Ensure that any accidents, injuries, or similar incidents are recorded and passed on to the Technical Directors and the Safeguarding Officer. As part of this, communicate with gymnast/gymnast's parents to ensure a full recovery.
5. Work with the Technical Directors to manage the running of the centre; including (but not limited to):
 - opening and closing the centre and
 - cleaning or arranging cleaning of the centre.
6. Communicate with parents/carers:
 - regarding classes, waiting lists, fees etc.,
 - via email, club newsletter and social media.
 - keep social media channels up to date.
7. Reply to emails promptly and clearly.

The above list is not regarded as exclusive or exhaustive, as there may be other duties and requirements, which the successful candidate may be required to perform from time to time, in consultation with the Technical Directors and/or Board of Trustees.

REQUIRED QUALIFICATIONS:

- ✓ Have at least Level 2 Coaching in Trampoline
- ✓ Scottish Gymnastics Safeguarding course (if not attended, this will be a requirement on starting the role)
- ✓ Up to date PVG (if not up to date must complete prior to starting)