



## Choosing a career at J Star Gymnastics (Part time / Full time positions)

### *J Star Gymnastics club vision*

*'Provide the highest quality of gymnastics in an inclusive, positive and supportive club environment allowing the young people of Wiltshire to reach their full potential'*

Thank you for showing an interest in a potential coaching position at J Star Gymnastics. We are always looking for enthusiastic and confident people, who enjoy working with children and have a passion for kids and sport. Below is a rough idea of what the job entails and the type of coaches we are looking for.

### **Job Description**

You'll be helping blossoming gymnasts to overcome barriers and achieve new skills. They will be putting their trust in you – which makes it extremely rewarding when you see their progress and their success. Aside from teaching them gymnastics skills, you'll be helping them to grow their confidence and mould their mind into becoming the person that they want to be. Whether you are coaching children, adults, beginners or elites you will be a huge contribution to their success – both personal and professional.

As a coach, you'll need to go the extra mile to ensure you are providing guidance and support to budding gymnasts, helping them to develop their skills and techniques, whilst encouraging them to be the best they can be.

### **Level 1 Coach - Duties and Responsibilities**

- To conduct or assist with warm-ups of whole groups as directed by the coach responsible for the session.
- To develop gymnast's skills using structured and progressive activities, as directed by a written lesson plan or by instructions from the coach responsible for the session.
- To help to ensure maximum use of time and space by all gymnasts.
- To prepare or assess gymnasts working towards award schemes, as directed by the coach responsible for the session.
- To lead or assist with conditioning or flexibility sessions for a whole group.
- To become familiar with the individual needs of gymnasts in each group.
- To assist with gymnasts taking part in competitions or events. (If available)
- To be aware of the range of skills covered by the qualification held and not to coach skills outside the syllabus unless specifically authorised by the head coach.
- To provide spotting or supporting assistance to a more qualified coach when required.
- To undertake administrative duties as requested by the coach responsible for the session.
- To help to supervise the dispersal of gymnasts at the end of each session.
- Assist with setting up equipment in between classes.
- To report any accidents, illnesses, safety hazards, discipline issues or child protection concerns to the coach responsible for the session immediately.
- To take an active approach to developing technical knowledge and coaching skills.
- To assist with promoting and furthering gymnasts at J Star at all levels.
- Mentoring and inspiring individuals.
- Developing gymnasts both physically and mentally
- To provide encouragement and support to unqualified helpers and volunteers.
- To help to safeguard the welfare of all gymnasts and coaches and to take all reasonable steps to minimise the risk of accident or injury.
- To become familiar with and adhere to the policies and procedures contained in the Coaches Handbook.

- To undertake other duties where reasonably requested by the Head Coach. Such duties may include cleaning of equipment in between or during sessions.

### ***Level 2 Coach - Duties and Responsibilities***

- Develop an appropriate, progressive and motivating programme of sessions with which to engage all participants throughout the year, giving exposure to a variety of elements of the gymnastics disciplines.
- Lead and oversee the delivery of each session, utilising all available resource, ensuring sessions are engaging, motivating, appropriate to the level and active throughout.
- Interact with each and every child, encouraging and offering feedback in appropriate and positive manner, with a view to improvement and motivation.
- Observe the full session at all times and correct poor technique and inappropriate behaviour in a positive manner.
- Support the children during activities where necessary and adapt activities as and when necessary, ensuring the safety of each and every child at all times.
- Engage and liaise with the assistant coaches to ensure session delivery is exceptional, offering positive open and honest feedback where appropriate.
- Build rapport with parents and offer opportunities for parents to engage, and offer feedback about positive activity or areas of concern.
- Arrive in good time for the start of the session (15mins), brief assistant coaches with the focus for the session/sessions and make amendments to set-ups where necessary. Check equipment is set up safely and suitable for the age/ability with sufficient matting.
- Liaise with the coaches to ensure equipment set up reflects the focus of the session and any issues are reported.
- Advise on the purchase of replacement and new equipment.
- Provide feedback to Sports Development Officer regarding structure, administration, parent feedback and other appropriate areas as and when necessary

### ***Qualities we look for in applicants wanting to join our coaching team:***

- A professional approach to coaching children and to communicating with colleagues & customers
- Trustworthy, responsible, reliable
- Hardworking, committed
- Polite, confident, friendly, approachable

Our usual practise is to assign each coach with a group of children in each class. Both management and these children rely on coaches turning up each week, so reliability is essential.

### ***Hours of Work***

You can either work full time hours or part time. We require our coaches to work a minimum of 4 hours a week for the first year.

All of our classes are currently afternoons, evenings and weekends, so be prepared to lose some of your free time.

Full time hours are around 20-27 hours per week plus the option of additional hours running parties on Sunday. We only run lesson's in term time and in school holidays we run holiday camps during the day.

### ***Key Gymnastics Coach qualifications***

Do you have the qualifications to get the job?

You will need to have at least a level 1 gymnastics qualification to get a job as a gymnastics coach. You can gain this qualification and many others through British Gymnastics. There are courses for all types of gymnastics including Artistic, Trampoline, freestyle, rhythmic and many others. For higher levels of coaching you will need to have more qualifications.

## ***Now that you know what a Gymnastics Coach does, how do you become one?***

Most gymnastic coaches come from a gymnastic background or are involved in some way – this includes parents of gymnasts. It is much easier to get into this career once you are familiar with the environment and the practices. If you don't yet have any gymnastics qualifications, you will need to volunteer first to gain some experience and to get a feel for what being a coach is like. For your volunteering hours, you will shadow a coach and gain valuable insight into coaching. Although you won't have any direct responsibility, we would expect to see you interacting with the gymnasts and assisting the coach your shadowing when required. This will all be explained prior to starting.

If you enjoy your volunteering sessions and decide you'd like to step onto the coaching ladder and gain your first qualification, you will need to take a number of steps.

### ***Membership***

Firstly, you will need to become a silver member of British Gymnastics. British Gymnastics is the national governing body for the sport and J Star Gymnastics is registered with them. This means all of our members, volunteers and coaching staff need to have membership. BG deliver the coaching courses and membership gives you discounts on these courses.

Silver membership is £41 per year and gives you discounted courses and essential insurance cover. The membership year runs from 1<sup>st</sup> October to 30<sup>th</sup> September. J Star Gymnastics will help you get this and pay half of this for you.

Once you have your Silver membership you can book onto your Level 1 Coaching Course. A level 1 course with BG silver membership is £319. Course fee's must be paid in full when booking.

J Star will initially contribute £80 towards this and you will be required to pay the remaining £239. As an incentive for your loyalty, we will reimburse you a further 50% of your course fees a year after you have complete and passed the course. During this year you must work a minimum of 4 hours a week (term time only).

From the moment your course starts, you will receive £7.50 an hour. Once you've passed your Level 1 course, your hourly rate will increase to £10 an hour. You will then be assigned a small group of children to coach gymnastics to each week. You can undertake your Level 1 course as soon as your 16 years old. You have to be 16 on Day 1 of your course.

### ***DBS***

You will also be required to pass an enhanced DBS Certificate. Unless you currently have a DBS issued within the last 12-18 months and have registered with the online update service then, you'll need to get a new one with J Star Gymnastics.

We will aim to get this done before the start of your course.

### ***How to develop your Gymnastics Coaching career***

After you've achieved your Level one gymnastics qualification, you can develop your career by becoming a Level 2 coach in the same discipline or choose to explore another discipline. As a Level 2 coach, you will be coaching multiple people as well as leading junior coaches. This role will involve more responsibility – which means more hours (and more money!!)

### ***Safeguarding and first aid at work certificate***

All British gymnastics coaches need to attend a safe guarding course. This is usually a face to face group course one evening (3-4 hours) and will be arrange through the club. Having a first aid certificate is not essential for all coaches but quite handy to have so we aim to get as many qualified as possible.

### ***Equal Opportunities***

J Star Gymnastics is fully committed to the principles of equality and equal opportunities and is responsible for ensuring that no member, employee, or job applicant receives less favourable treatment on the grounds of age, gender, disability, race, ethnic origin, nationality, colour, parental or marital status, pregnancy, religious belief, class or social background, sexual preference or political belief.