



Active Start – KinderGym Coach

Reports to: Program Manager

The Preschool/Active Start Coach works under the direct supervision of the Program Coordinator and will work closely with the leadership team to make programs offered a success. Programs may include parent and baby, parent and to Active Start 3 & 4 year olds, KinderGym, Active Start Playtime, and other appropriate gymnastic related programs.

- Implement our programs that engage children in the local community in developmentally appropriate physical activity at the active start level.
- Provide developmentally appropriate gymnastics and movement instruction to children of all abilities in a safe, fun, and physically active environment.

DUTIES AND RESPONSIBILITIES

- Work as part of a team facilitating our Preschool and Active Start programs.
- Ensure the gym and equipment are safe, organized and clean, maintenance and housekeeping needs repaired, reported and/or delegated as needed.
- Maintain paperwork on the Preschool and Active Start programs in conjunction with other staff (supervisors, other program Coordinators, manager, etc.).
- Demonstrate a sensibility to children's needs and provide encouragement.
- Attend technical updating clinics as requested by the manager.
- Ensure accident reports and appropriate paperwork is completed and filed.
- Attend staff meetings as scheduled.

SPECIAL EVENTS

- To promote gymnastics in the community by participating, assisting and attending various special events that may be scheduled throughout the season.

HEALTH AND SAFETY

- Must maintain first aid and CPR and AED certification.
- Perform regular safety checks on all equipment and training areas in conjunction with other staff.
- Activates and follows emergency procedures when required.
- Detects, minimizes and reports any hazardous conditions, practices and behaviours in the workplace to the Program Coordinator.
- Complies with all safety policies.

OTHER DUTIES

- Answers routine questions from the public and educates them about programs available at our facility.
- Ensure positive communication with parents and guardians of the participants.
- Complies with approved organization policies and procedures.
- Ensures the security and care of supplies, property and equipment within the facility.
- Performs additional related duties as may be requested by the Program Manager.

REQUIRED QUALIFICATIONS, KNOWLEDGE, SKILLS AND ABILITIES

- Must have a minimum of NCCP Gymnastics Foundation Artistic, Active Start and trampoline or equivalent experience in other areas.
- Minimum level 1 childcare certification.
- Current First Aid and CPR & AED Certification.
- Respect in Sport Certification.
- Clean criminal record check completed every 3 years.
- Excellent interpersonal skills.
- Ability to manage change and conflict through effective conflict resolution techniques.
- Ability to communicate well with all age groups.
- Ability to exercise sound judgement in the interpretation and application of related regulations, policies and procedures.
- Basic knowledge and experience in child care, preschool/active start and sports programs.
- Ability to present a neat appearance and to deal tactfully and effectively with the public.
- Ability to work independently and as a team player.