

JOB DESCRIPTION

Destination & culture Leisure	
POST: Assistant Coach (Climbing, Squash, Netball, Football and Gymnastics)	POST NO: 9761 PAY RATE: Christchurch Locally Agreed Rate 02
RESPONSIBLE TO: Senior Duty Officer - Activities	RESPONSIBLE FOR: None

This job description is intended as a working document only, giving a guideline to the major tasks to be performed. It is anticipated that the post will develop and working practices change in order to meet the demands of the service, new legislation or policies of the Council. It is expected that the post holder will contribute to and assist in the development of such changes.

JOB PURPOSE

To assist the Advanced Coach and/or Coach during coaching sessions helping to maintain a safe and fun environment throughout.

KEY ROLES AND RESPONSIBILITIES

1. Ensure health & safety guidelines are followed at all times
2. To assist the Advanced Coach and/or Coach in the operation of the sessions.
3. Ensure the sessions remain structured and follow the lesson plans set by the Advanced Coach and/or Coach
4. To take and demonstrate the warm up and cool down for the sessions where applicable
5. Other

KEY TASKS

- 1. Ensure health & safety guidelines are followed at all times**
 - a. To be proactive and take all reasonable precautions in order to secure the health and safety of all participants during the session and follow recognised best practice.
 - b. Inform the Advanced Coach and/or Coach or Duty Officer of any potential health and safety risks identified generally and in particular to the equipment or activity area.
- 2. To assist the Advanced Coach and/or Coach in the operation of the sessions.**
 - a. To be punctual and prepared for every session with a positive attitude.

- b. To discuss with the Advanced Coach and/or Coach any issues regarding participants or the session structure.

3. Ensure the sessions remain structured and follow the lesson plans set by the Advanced Coach and/or Coach

- a. Actively assist in the coaching and assessment of participants in accordance with the sport's governing body.
- b. Positively carry out requests by the Advanced Coach and/or Coach

4. To take and demonstrate the warm up and cool down for the sessions where applicable

- a. Actively contribute to a session and follow the recognised procedure for effecting a fun and engaging warm up and cool down

5. Other

- a. To present to the public a high personal standard of appearance.
- b. Actively contribute with innovative suggestions and ideas in all meetings for improvements to the service
- c. Cross-site working, where applicable, to ensure the overall effective and efficient delivery of all coaching activities.
- d. Maintain and update appropriate qualifications, where applicable, and proactively seek to develop relevant skills set

Sign:

Date: