



TASK DESCRIPTION

AWARDS CO-ORDINATOR

Name: Jade Wadman

Responsible to: Stars Gym Club Management

Main Purpose of the role:

- To oversee and maintain provision of BG awards scheme to all club members

Additional roles:

- Collating records of achievement of each club member
- Oversee testing sessions to enable gymnasts to show their ability
- Ensure coaching is suited to the awards scheme
- Oversee progressions to develop gymnasts
- Identify talent that could make potential squad gymnasts
- Provide feedback to various club officials i.e. Head Coach
- Oversee stocktaking and ordering of badges from BG
- Produce written certificates and organise presentation nights where parents can be present

Skills required:

- Be a good motivator
- Be a good role model
- Be a supportive coach
- Be a good communicator
- Be able to delegate work/devise lesson plans
- Be approachable
- Be able to monitor and review
- Be organised

Signed Date