

Position Statement



POSITION TITLE	Sports Development Coordinator MAG Gymnastics
REPORTS TO	Business Operations Manager – Operational General Manager – Strategic
AWARD	Fitness Industry Award 2020
CLASSIFICATION AND SALARY	38 Hours – Salary Position
EFFECTIVE DATE	24 November 2025

ROLE PURPOSE

The Sports Development Officer is responsible for overseeing the implementation of the MAG gymnastics pathways from recreation participation through to international competition. This is primarily a face-to-face coaching role with supporting administration duties. The coaching load will include school groups, recreational programs, talent identification, development programs, competition programs and international pathway development.

The primary outcome for this role is to ensure a safe environment for all participants and staff through high quality delivery of coaching, maintaining a safe environment and ensuring pathways are established to provide opportunities for all participants to engage in gymnastics at whatever level they desire and promote sports and skill development within the community, and support talent identification and pathway programs

CORE ACCOUNTABILITIES

- 1. Program Leadership & Strategy**
Lead the strategic development and implementation of gymnastics programs from grassroots to elite levels. Align program delivery with Gymnastics Australia and Gymnastics NSW frameworks, ensuring inclusive access and progression opportunities for all participants by implementing programs and initiatives, promoting inclusion and participation in gymnastics
- 2. Advanced Coaching Delivery**
Deliver face-to-face MAG and Recreational coaching weekly across school, recreational, development, competition and high-performance streams. Apply best practice coaching methodologies and support athlete wellbeing and progression through structured training plans. Coach, train and instruct participants analyse performance and develop abilities
- 3. Athlete Pathway Management**
Design and manage athlete development pathways, including talent identification and progression into the Centre pathways and national programs. Support athletes in achieving competitive goals, including selection for state and national teams.
- 4. Coach Mentorship & Development**
Mentor coaches and facilitate ongoing professional development through workshops, accreditation support, and technical training. Promote a culture of excellence and continuous improvement in coaching standards.
- 5. Compliance & Child Safety**
Ensure all gymnastics programs operate in accordance with child-safe standards, WHS protocols, and risk management procedures. Maintain accurate athlete records and conduct regular safety audits to uphold a safe training environment.
- 6. Competition & Event Coordination**
Coordinate athlete competition entries, training calendars, and uniform logistics. Lead the

planning and delivery of gymnastics competitions and clinics at the Gymnastics Centre, ensuring smooth operations and stakeholder engagement.

7. **Stakeholder Engagement & Communication**

Act as the primary contact for MAG Development across gymnastics programs. Collaborate with Gymnastics NSW, Gymnastics Australia, schools, and community groups to promote MAG gymnastics and build strategic partnerships.

8. **Facility & Operational Oversight**

Support the daily operations of MAG programs, including equipment setup, maintenance, and facility utilisation. Work with the Business Operations Manager to optimise scheduling and ensure high-performance training environments.

9. **Financial Oversight & Resource Planning**

Assist in budget planning, funding applications, and resource procurement for gymnastics programs. Monitor enrolments and respond to participation trends to ensure program sustainability and growth.

10. **Innovation & Continuous Improvement**

Collect and analyse program data to inform strategic decisions and drive innovation. Contribute to policy development and align gymnastics initiatives with broader organisational goals and high-performance outcomes.

The incumbent is required to undertake other duties, projects or tasks as directed, which are within their skills, competence and training, and undertake job-specific training and development.

The position will require:

- Shift and/or weekend work
- On call work

ESSENTIAL CRITERIA

1. Tertiary qualification in sport management, exercise sports science education, or related discipline
2. Advanced coaching accreditation in MAG (Gymnastics Australia)
3. Demonstrated experience in program coordination and staff leadership
4. Strong understanding of child-safe practices and compliance standards
5. Excellent communication and stakeholder engagement skills
6. Current Senior First Aid Certificate
7. Current NSW Working with Children Check
8. Current Class C Drivers Licence
9. PUAFER005 – Operate as Part of an Emergency Control Organisation (or willingness to obtain)
10. PUAFER008 – Confine Small Emergencies in a Facility (or willingness to obtain)

DESIRABLE CRITERIA

1. Experience in gymnastics program delivery or coaching
2. Familiarity with Gymnastics Australia frameworks and accreditation pathways
3. Skills in budget management, data analysis, and reporting

EMPLOYEE NAME	
SIGNATURE	
DATE	