



## Academy Operations Executive

**Location:** Dombivli, Maharashtra

**Organisation:** Bhoir Gymkhana

**Employment Type:** Full-Time (6–8 hours per day)

**Contract Duration:** 1 June 2026 – 30 May 2027

**Reporting To:** Founder, Bhoir Gymkhana

## About the Organisation

**Bhoir Gymkhana** is a **Khelo India-accredited Gymnastics Academy** based in Dombivli, Maharashtra, with a legacy of over four decades in athlete development. The academy has trained over **4,000 gymnasts** and produced **40+ international athletes, 150+ national-level athletes, and 250+ state-level athletes**, with representation at the Commonwealth Games, Asian Games, World Championships, and World Cups.

The academy is currently supported under the **UBHAR Programme**, an institutional strengthening initiative led by **GoSports Foundation** and supported by **Tata Trusts**, aimed at strengthening athlete development systems, governance, operations, and long-term organisational sustainability.

As the academy continues to grow and professionalise its systems, there is a need for a dedicated Academy Operations Executive to support programme implementation, strengthen operational processes, and ensure efficient programme delivery.

## Role Purpose

The Academy Operations Executive will be responsible for coordinating day-to-day academy operations and supporting the implementation of athlete development programmes. The role will serve as a key coordination point between coaches, athletes, parents, and stakeholders while ensuring effective documentation, reporting, scheduling, and operational management.

This position is critical to strengthening organisational systems, improving accountability, enabling data-driven programme management, and allowing coaching staff to focus on athlete development and performance outcomes.

## Key Responsibilities

### Operations & Coordination

- Coordinate daily academy operations and programme activities.
- Manage training schedules, competition calendars, and logistical arrangements.
- Support planning and execution of camps, competitions, workshops, and events.
- Coordinate with coaches and support staff to ensure smooth programme delivery.
- Maintain equipment inventory and operational records.

### Documentation & Reporting

- Maintain athlete attendance, database, and development records.
- Support digital data entry, athlete tracking, and monitoring systems.
- Prepare and submit weekly and monthly operational reports.
- Maintain records related to competitions, assessments, events, and programme activities.

### Administrative & Governance Support

- Assist in financial documentation and expense tracking.
- Maintain operational files, inventory records, and compliance documentation.
- Support communication and coordination with athletes, parents, and external stakeholders.



## Key Deliverables

- Maintain accurate athlete records, attendance, and reporting systems.
- Coordinate training schedules, competitions, camps, workshops, and logistics.
- Ensure timely submission of operational, programme, and financial documentation.
- Support implementation of athlete tracking, monitoring, and digital management systems.
- Develop and maintain SOPs and operational processes to improve academy efficiency.
- Strengthen governance, compliance, and documentation systems.
- Support the adoption of athlete development best practices and strengthen the academy's sustainability and readiness for future funding opportunities.

## Qualifications & Skills

### Preferred Qualification

- Graduate in Sports Management, Business Administration, Physical Education, Operations, or a related field.

### Preferred Skills

- Strong organisational, coordination, and problem-solving abilities.
- Proficiency in Microsoft Office and Google Workspace.
- Strong documentation, reporting, and record-management skills.
- Ability to manage multiple priorities and work independently.
- Excellent interpersonal and stakeholder management skills.
- Fluency in **English, Hindi, and Marathi** (written and spoken).
- Interest in sports development and athlete support programmes.

### Desirable Skills

- Prior experience in sports academies, educational institutions, NGOs, or programme operations.
- Understanding of athlete development systems and sports programme management.
- Technical knowledge or coaching experience in **Gymnastics** will be considered a strong advantage.

## How to Apply

Interested candidates may send their CV to:

**Email:** [bhoirgym1101@gmail.com](mailto:bhoirgym1101@gmail.com)

**CC:** [ubhar.support@gmail.com](mailto:ubhar.support@gmail.com), [pawanbhoir@gmail.com](mailto:pawanbhoir@gmail.com)

**Application Deadline:** 15<sup>th</sup> June 2026