

JOB DESCRIPTION
PROGRAM MANAGER – MENS ARTISTIC GYMNASTICS (MAG)
Location: Head Office (Ottawa)

1.0 DESCRIPTION

- 1.1 ORGANIZATION:** Gymnastics Canada (GymCan)
- 1.2 TITLE:** Program Manager - MAG
- 1.3 JOB CATEGORY/
NATURE OF POSITION:** Senior Manager (Full Time)
- 1.4 IMMEDIATE SUPERVISOR:** MAG National Team Head Coach

2.0 RESPONSIBILITIES AND DUTIES

2.1 GENERAL

Under the direction of the MAG National Team Head Coach and working in conjunction with key national and provincial staff and volunteers in the organisation, the Program Manager (MAG) is responsible for the overall management of the MAG program within the scope of the GymCan strategic and operational plans. Specifically, the Program Manager, MAG will lead the daily management, administrative, and financial requirements essential to the delivery of the overall MAG national high performance (HP) and development strategy. The Program Manager, MAG will work closely with volunteer leaders, PTSO staff, and clubs in delivering national competitive and development programming, while also acting as a key staff leader in the GymCan HP department working daily with other discipline Program Managers in the management and leadership of the overall GymCan HP national team program.

In managing the daily operations for the GymCan MAG program, the Program Manager (MAG) will work closely with technical leaders from within and outside the sport in Canada, and with various funding, multi-sport, and international agencies to fulfill the broad mandate of Canada's men's HP gymnastics strategy. The Program Manager (MAG) demonstrates high level planning, operations, presentation, program management, and communication skills, builds a strong insight and perspective on the unique Canadian gymnastics culture, and understands the Canadian sport system.

At the direction of the MAG National Team Head Coach and the CEO, the Program Manager (MAG) may represent GymCan in dealings with Sport Canada, the Canadian Olympic Committee, Commonwealth Games Canada, Canada Games, U Sport, Fédération Internationale de Gymnastique (FIG), Pan American

Gymnastics Union (PAGU) and other provincial, national, or international service organizations with respect to the mandate for GymCan MAG HP program. On a daily basis, the Program Manager (MAG) shall work closely with national HP and other GymCan national office-based staff to service the needs of the MAG HP program, and with the Finance Director and the CEO to prepare budgets and make presentations to government and non-government agencies as necessary. With the MAG National Team Head Coach, the Program Manager (MAG) acts as the national “ambassador” and liaison to GymCan member organisations with respect to the MAG national team and HP strategy as outlined in the Strategic and Operational Plans.

The Program Manager (MAG) will have significant expertise in the management and execution of national HP programs within the Canadian sporting structure (or equivalent professional training/expertise from other countries or jurisdictions).

The Program Manager (MAG) shall comply with all GymCan policies and codes of conduct that relate to their activities and scope of engagement and influence.

2.2 SPECIFIC

A. MAG National Team and High-Performance Strategy

- Provide daily management (in conjunction with the MAG National Team Head Coach) to the MAG national team and HP strategy that includes appropriate communication, reporting, and measured outcomes for GymCan and member associations in line with the stated objectives in the GymCan Strategic Plan.
- Provide direct leadership and management to the various MAG technical and athlete committees that service the MAG national team and HP strategy.
- Provide technical support for the on-site logistics pertaining to all MAG national competitive events hosted by Gymnastics Canada.
- Act as a team leader or manager for the MAG national teams competing at identified international competitions.
- Lead the development, implementation, and overall management of the MAG National Team budget on an annual basis. This includes the appropriate financial and program reporting as required by the CEO and Finance Director on a quarterly basis or whenever requested.
- Engage with external national and international agencies that are integral partners in the MAG national and international HP strategy.
- Assist the CEO in the support and promotion of Canadians to international technical or leadership positions with the Gymnastics international community.
- Manage the annual program assessment protocol to provide GymCan with timely information and feedback that impacts the effectiveness of implementation of the MAG national team and HP strategy.

B. GymCan High Performance Administration

- Work closely with all GymCan staff in the daily management of both the MAG national and international strategy and the overall GymCan HP program.
- Work daily with the other GymCan HP staff towards a coordinated and efficient use of physical, human, financial, and program resources.
- Work closely with the National Events Director and Manager of Coach Education to ensure that all MAG related technical programming is well managed within the coaching and national competition portfolios.
- Ensure that appropriate administrative tasks and reporting requirements are properly managed on behalf of GymCan with various funding partners with respect to the GymCan MAG program.
- Provide on-site event management to the LOC's and GymCan professional staff at specific GymCan hosted events.
- Work with the Director of Communications and Marketing towards the appropriate promotion and media/public servicing for the MAG national team and HP program.

C. General Administration

- Lead the development and updating of GymCan hosting policies and procedures.
- Work closely with GymCan staff on submissions, reports, communications, and other requirements that are integral to the continued support and development of the GymCan HP strategy.
- Engage on a monthly basis with the GymCan technical staff and GymCan members and partners in meetings and activities that relate to the overall GymCan HP strategy.
- Work closely with the CEO and Director of Finance on the development, monitoring, and reporting for the MAG national team budget.
- Represent GymCan at appropriate meetings with external funding and programming agencies that are supportive of the GymCan HP strategy.

3. Degrees of Supervision

The Program Manager (MAG) shall consult regularly with the GymCan MAG National Team Head Coach and the CEO on matters pertaining to the management and development of the MAG high performance strategy. The Program Manager (MAG) reports directly to the GymCan MAG National Team Head Coach.

The Program Manager (MAG) will have direct responsibility for the management of other GymCan HP support staff (in conjunction with other HP managers).

4. Power of Decision

The Program Manager (MAG) shall maintain a high level of knowledge and engagement in all programming related to the job requirements and will be responsible to make decisions on a consistent basis. The Program Manager (MAG) will have sufficient authority to act in the daily management of program areas in accordance with GymCan policies, programs, and budget scope. Beyond these limits, the Program Manager (MAG) is required to have decisions approved by the GymCan MAG National Team Head Coach and/or CEO.

5. Key Performance Indicators – National Events Director:

- Implementation of the GymCan MAG HP program as per the benchmarks identified in the GymCan Strategic Plan.
 - Quality of engagement with GymCan staff, P/TSO representatives, and MAG technical leaders towards mutually agreed upon performance objectives as outlined in the MAG HP strategy.
 - Overall performance as a key technical manager within the GymCan staff.
 - In conjunction with the CEO and Director of Finance, effective administrative and fiscal management within the GymCan MAG HP program.
-