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## COORDINATOR, MEMBER SERVICES (COACH/SPORT DEVELOPMENT)

Gymnastics Canada (GymCan) is the national sport governing body responsible for the governance, development, and promotion of Gymnastics in Canada. Gymnastics Canada works closely with twelve (12) Provincial and Territorial Federations (PTO's) and over 700 clubs to provide a broad range of programs and services to meet the needs of all participants. From athlete development to coach and judge education, Gymnastics Canada sets the operational standards and practices for the sport in Canada. Our mandate is to promote and provide positive and diverse gymnastics experiences through the delivery of quality and safe gymnastics programming from playground to podium.

An experienced sport technical sport coordinator who will work directly with the Manager, Member Services and in conjunction with key national and provincial staff and volunteers in the organization, the Coordinator, Member Services will be responsible for supporting the development and implementation of the association's coach education, professional development and "Gymnastics for All" strategy as outlined in the GymCan Strategic Plan and operating procedures. Specifically, this individual will assist with the GymCan National Coaching Certification Program (NCCP) across all disciplines, provide support to respective GymCan committees in the area of Gymnastics for All programming, and provide support for logistics and implementation of the CanGym program.

### **Core responsibility:**

The Coordinator, Member Services is part of the Members Services team and works within the GymCan policies and procedures, receives direction and acts within programming protocol that is aligned with the GymCan strategic and operating plan. The Coordinator, Member Services demonstrates strong logistical and operational planning skills, detailed and effective communication, organization, financial management abilities, and exhibits strong inter-personal skills in their daily work environment.

### **Specific responsibilities include:**

Coach Education and Professional Development:

- Supports the ongoing development, programming, and sustainability of GymCan's National Coaching Certification Program (NCCP) in all gymnastics disciplines.
- Provides support to professional development training needs

Sport Development (Gymnastics for All):

- Supports the on-going implementation and evaluation of the national CanGym program.
- Supports the administration, logistics, operational and on-site support for National and World Gymnaestrada programming.

#### Financial Coordination:

- Work closely with the member services staff in budget monitoring and forecasting.
- Work closely with finance staff on appropriate invoicing and expense posting within the GymCan financial management system

#### Key Performance Indicators:

- Effective daily, monthly, quarterly, and annual coach education and gymnastics for all program management as determined by the Manager, Member Services.
- Effective communication and relationships with NCCP Master Coach Developers, Gymnastics for All and Coach Education Councils, and provincial/territorial staff and committees.
- Timely management of all partner funding accountability and internal GymCan budgetary requirements.
- Engagement and working relationship with the GymCan membership, leaders, and peers.
- Teamwork and leadership skills exhibited while conducting the affairs of the association.

#### Qualified candidates should have a combination of proven expertise and experience as follows:

- A degree in sport management/physical education or a related field, or an equivalent combination of education, training, and experience.
- Ideally, 1 – 3 years of experience working in a sport and/or member service environment that is multi-faceted, fast paced and requires effective management of time sensitive tasks.
- Experience in, or an understanding of Long-Term Athlete Development, True Sport principles and the “Sport for Life” framework.
- Excellent organizational, administrative, financial, and interpersonal skills, including very strong written and verbal communication skills.
- Experience supporting the implementation of a sport development system within the Canadian sport context is an asset.
- Experience with programming and presentation tools within the National Coaching Certification Program is a significant asset. Knowledge of the sport of Gymnastics is an additional asset.
- Versatility with new technologies is an additional asset.
- Bilingualism is a significant asset.

This is a full-time position. Given the nature of the role, consistent travel within Canada will be required (2-4 times per year for an average of 2-4 days per trip). There is the requirement for international travel to the World Gymnaestrada in 2023 (up to 14 days).

Gymnastics Canada has transitioned to a “virtual” National Office environment but has retained a small physical office in Ottawa. The successful candidate has the choice to work remotely but is expected to be based in Canada. Gymnastics Canada staff work primarily on Eastern Standard Time for their workday.



Gymnastics Canada offers a salary range for this position of \$44,000 - \$48,000 commensurate with the experience of the successful candidate. Gymnastics Canada also offers an attractive employee benefit package.

Qualified applicants are invited to submit their applications and resume, in confidence by 5pm EST,

**Friday, November 4th, 2022, to:**

**Mary DeGrasse, Executive Assistant**

Gymnastics Canada,

“House of Sport”, 2451 Riverside Drive, Ottawa ON K1H 7X7

[mdegrasse@gymcan.org](mailto:mdegrasse@gymcan.org)

**We thank all the applicants for their interest, but only those candidates selected for an interview will be contacted.**

