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## **PROGRAM MANAGER – WOMEN'S ARTISTIC GYMNASTICS** **(Virtual Office Location)**

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 (P/TSOs) 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 experience through the delivery of quality and safe gymnastics programming from playground to podium.

Working virtually and reporting to the Women's National Team Lead, the Program Manager for Women's Artistic Gymnastics (WAG) is responsible for the overall administrative management of the WAG program within the scope of the GymCan strategic and operational plans. Specifically, the Program Manager, WAG will lead the daily administrative management and financial requirements essential to the delivery of the overall WAG national high performance (HP) and development strategies.

The Program Manager, WAG will work closely with volunteer leaders, P/TSO staff, and clubs in delivering national competitions 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.

As an aspirational goal, GymCan has targeted a WAG top-5 team objective for World Championship performances in the 2024 quadrennial, and a team/individual qualification for the 2024 Olympic Games. The Program Manager (WAG) will be an integral leader towards achieving this goal and in building the overall WAG program for sustained long-term success at the international level.

### **Core responsibility:**

The Program Manager (WAG) is a member of GymCan's technical leadership and management team and is responsible for the daily management of the overall WAG national and international strategy. The incumbent will work closely with all GymCan staff, P/TSO professional staff, volunteer technical committees, and external funding and programming agencies, all within the framework provided by the GymCan Strategic Plan and respective policies, procedures, and technical regulations.

### **Specific responsibilities include:**

- Supporting the ongoing implementation and management of GymCan's quadrennial WAG national and international strategy, including the administrative management of dedicated technical committees, judges, coaches, and athlete committees operating within the GymCan WAG program.



- Managing annual budgets within the scope of expectations as set by the CEO and the Women's National Team Lead, including the proper assessment and forecasting of financial outcomes for all WAG approved activities. Engagement with external national and international agencies that are integral partners in the WAG national and international HP strategy. As well, assist the CEO in the support and promotion of Canadians to international technical or leadership positions in the Gymnastics international community.
- Work closely with all GymCan staff in the daily management of both the WAG national and international strategy and the overall GymCan HP program. Provide technical support for the on-site logistics pertaining to all WAG national competitions hosted by Gymnastics Canada. As a senior manager in the organization, contribute to the daily professional work environment in the GymCan virtual office environment.

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

- At least five years of work experience managing a national-level HP program, or equivalent experience that highlights significant leadership and impact within a high performing sport environment in a volunteer led environment.
- Proven ability to manage the implementation of a sport development system within the Canadian sport context is a definite asset.
- Excellent leadership, organizational, financial management, administrative, and interpersonal skills, including very strong written and communication skills. Experience working in a team environment.
- A University/College degree in sport management/physical education or a related field, or an equivalent combination of education, training, and experience.
- A strong understanding of the Canadian sport system and the various funding and operational agencies that can contribute to an effective HP program. Knowledge of the sport of Gymnastics (especially Women's Artistic Gymnastics) is a definite asset.
- Bilingualism is a significant asset.

This is a full-time position that can be managed virtually in Canada – please note that Gymnastics Canada works on Eastern Standard Time (EST) for its workday. This position requires frequent domestic and international travel (5-7 times per year for an average of 8-10 days per trip). There is an expectation of long hours during these trips as the incumbent plays a key leadership role within the team or program activity. The salary range for the Program Manager (WAG) position is \$63,000 - \$70,000 per annum, commensurate with experience. Gymnastics Canada also offers an attractive employee benefit package.

Qualified applicants are invited to submit their applications and resume in confidence by end of day **Friday, November 11th, 2022** to:

**Mary DeGrasse, Executive Assistant**

Gymnastics Canada

[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.

