



TG Program Coordinator
Gymnastics BC
(Permanent, Part-Time)

Posted October 5, 2023

Based in Vancouver, Gymnastics BC (GymBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves 70-member clubs that typically represent a membership of over 52,000 participants throughout the province. As a member-based organization, we strive to deliver excellent member and customer service experiences in all of our interactions.

If you are passionate about amateur sport and have a keen interest in the trampoline gymnastics program, we invite you to apply to for this exciting, year-round, part-time role.

We are looking for a self-motivated, creative and driven team member who:

- *Seamlessly collaborates with a diverse group of professionals;*
- *Efficiently communicates with co-workers, members and partners;*
- *Effortlessly multi-tasks;*
- *Passionately engages with customers with a positive attitude;*
- *Diligently ensures that the tools required for successful office operations are maintained;*
- *Skillfully coordinates meetings and events;*
- *Enthusiastically embraces new challenges and opportunities.*

As the association's go-to trampoline person, you will be responsible for working collaboratively with our team to ensure our trampoline program initiatives run smoothly. Are you up for the challenge?

Overview

Reporting to the Chief Executive Officer, the TG Program Coordinator is a part-time, paid position based on **80-85 hours per month**, and is responsible for the overall coordination and promotion of trampoline gymnastics programming in BC.

Purpose

To organize, promote and increase TG gymnastics opportunities in BC. In consultation with TG Technical Committee (TGTC) and TG Provincial Performance Advisor, the TG Program Coordinator is responsible for the development, implementation and evaluation of programs for BC athletes for all TG levels. The TG Program Coordinator is responsible to oversee and manage the selection and coordinate preparation plans of Team BC members to ensure that GymBC Team BC's competitive goals are met.

Key Responsibilities

1. Trampoline Gymnastics Technical Committee (TGTC) Coordination

- Coordinate the efforts of the TGTC;
- Work with TGTC Chair to set meetings, agendas and special events;
- Attend meetings, take minutes, circulate information, prepare for the meetings and follow up on action points;

- Manage all GymCan program initiatives, related to the TG programs;
- Work with TGTC to plan the annual budget and work within the budget;
- Help to plan and implement annual calendar of TGTC events;
- Ensure athlete, coach and official development activities are implemented
- Aid the TGTC with coordination and communicating training camps, clinics and physical ability testing;
- Respond to inquiries from GymBC membership;
- Handle correspondence and inquiries related to the TG program;
- Contribute to the development and implementation of a plan for Sport Science;
- Maintain and update the GymBC Operational Manual annually;
- Contribute to maintaining the AAP program lists and communications and distribution of funds to eligible recipients;
- Contribute to maintaining the External Credits program lists and communications with eligible recipients;
- Contribute to the Joint Technical Meetings;
- Contribute to harmonize the calendar of all disciplines;
- Contribute to the development, implementation and communication of GymBC Excellence Plan;
- Organize one TG Program retreat, annually;
- Track and tabulate all results for the annual athletes and coaches' awards.

2. Coach and Athlete Development

- Work with the technical committee to develop and implement strategies to support GymBC athletes and increase participation at all levels;
- Support the development and implementation of coaching evaluation and retention strategies;
- Work with technical committee and GymBC Coaching Development Coordinator to implement a mentoring program and coach education strategy;
- Work with committee to plan and implement educational opportunities (support role);
- Work with technical committee to develop and implement a strategy to support TG athletes at all levels.

3. Provincial Championships and TG Provincial Cups (lead role)

- Coordinate technical areas for BC Championships;
- Contribute information to the directives and workplans;
- Contribute to schedule;
- Contribute to the agenda of the Technical Meeting;
- Track and maintain the athlete mobility lists for reporting to GymCan;
- Assist with scoring and other technical matters during the event;
- Ensure all the GymBC scoring equipment is up to date with the most recent GymCan approved scoring program;
- Ensure all arrangements are in place for the GymBC scoring equipment to be available to host clubs for all GymBC sanctioned events. This includes the scoring computers and printer, the Time-of-Flight system and the judging video equipment;
- Serve on the Organizing Committee for GymBC Special Events as required.

4. Team BC (Western Canada Cup & Canadian Championships) (Support Role)

- Coordinate TG technical areas for Western Canada Cup, Canada Winter Games and Canadian Championships;
- Track and maintain all ranking list(s) results for selection to Team BC championship events.
- Assist with Team BC uniforms (design, sizing, distribution);
- Contribute information to the directives and workplan;
- In collaboration with the Technical Committee, carry out team selection – criteria, selection, team announcement;
- In collaboration with the Technical Committee, arrange training camps – set dates, location, officials, logistics;
- Assist with the selection of support staff;
- In collaboration with the TGTC, supervise and guide Team coaches (if needed);
- Work with Provincial Performance Advisor and IST providers as required;
- Collaborate with the CEO on the development of the TG Team BC budget(s). Work within the budget(s);
- Ensure all Team BC registration information is submitted to the host(s) for Western Canada Cup and/or Canadian Championships;

- Collaborate with the GymBC Admin Assistant to ensure all travel arrangements related to the official Team BC judges are in place including; flight, official hotel, ground transportation, per diem and event registration;
 - Ensure clubs have been invoiced for any judging surcharges as per the TG policy;
 - Identify and submit recipients to Accounting for Canadian Performance Funding recipients according to the TG eligibility policy;
 - Serve on the Organizing Committee for GymBC Special Events as required.
- 5. Communication and Public Relations**
- Contribute information summaries on behalf of the Technical Committee for GymBC publications;
 - Contribute information, review and update content the TG Section of the GymBC Website;
 - Contribute information to the Registration Handbook and other GymBC publications;
 - Raise the profile of successful athletes and coaches from BC;
 - Actively promote the expansion of the programs within BC.
- 6. Gymnastics Canada, Provincial Gymnastics Associations**
- Communicate with GymCan and with other PSO for inter-provincial and national programs;
 - Work with Westerns PSOs for the coordination of Westerns events (Western Canada Cup, etc.);
 - Work on sub-committees for inter-provincial activities as required.
- 7. Strategic Partners**
- Work with strategic partners including with Canada Games Society and CSI-P as required.
- 8. Administration**
- Develop and maintain an annual work plan;
 - Maintain an orderly filing system and workstation, with an up-to-date copy of files on shared server;
 - Prepare the quarterly report for the GymBC Board of Directors' meetings;
 - Prepare the annual report for the GymBC Annual General Meeting;
 - Prepare and submit the annual report for GymCan TG Assembly (TTPA);
 - Work with the CEO on all program area budget concerns and manage the budget;
 - Attend and contribute to Technical Committee meetings;
 - Develop, review and update technical documents;
 - Share and or/distribute relevant program updates, publications, and opportunities with both internal and external stakeholders;
 - Any other tasks required by the position.
- 9. Special Event (may vary depending on the year)**
- Serve on the Organizing Committee for GymBC Special Events as required;
 - Assist with any other project when needed.
- 11. Other Details**
- Must have exceptional written and verbal communication skills.
 - Must have a keen attention to detail.
 - Must be very organized with exceptional time-management skills.
 - Must be self-motivated and able to work independently with minimal supervision.
 - Must be competent using MS Office applications.
 - Knowledge of BC's amateur sport system is an asset.
 - Knowledge of CSI's high performance sport system is an asset.
 - Must be legally eligible to work in Canada.
 - A valid British Columbia Class 5 driver's license is preferred.
 - A current Criminal Record Check will be required.
 - Occasional travel and non-regular working hours will be necessary.

How To Apply:

Please email your resume and cover letter* in either MS Word or PDF format to: careers@gymbc.org

**Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.*

We thank all applicants for their interest; however, please note that only candidates selected for an interview will be contacted.

Application Deadline: Job posting will be live until a successful candidate is found for the role.