



Active Start Program Coordinator

If you have a passion for making a difference in the lives of kids through sport, join the team at Delta Gymnastics Society, where we form athletes and we develop people!

At our 20,000 sq ft, state-of-the-art facility we offer a great variety of gymnastics programs, from babies to adults, from developmental to advanced, for people of all abilities and backgrounds. We are a regional resource centre with a vision to be recognized in Delta as a leader promoting lifelong participation in physical activity.

We believe our club culture is one of the reasons we're one of Canada's top gymnastics clubs and one of the best employers in all of Delta! This is a happy place with great dedicated and loyal staff members.

SUMMARY

The Active Start Program Coordinator is a key member of our leadership team responsible for the continued growth of the Society including helping us lead the Society's into its new phase of development.

We are looking for a dynamic, creative, and innovative leader that is willing to think out of the box and infuse us with fresh ideas on how to promote our mission and programs, to lead and deliver our many programs and events, and to develop relationships internally with our members and externally with our community.

Active Start is one of our largest programs that introduces fundamental movement skills to children ages 6 months to 5 years of age. The Coordinator works closely with the Fundamental Program Coordinator to plan, deliver and manage all the Developmental programs offered from September to June.

DUTIES AND RESPONSIBILITIES

Responsibilities include the management of the following areas of the Active Start Program: Operations, Programming, Special Events, Risk Management, Communications, Human Resources and Financial Management.

Coaching responsibilities include: Planning and Preparation, Creating Class Environment, Coaching Delivery and Professional Responsibilities.

Duties include representing and participating in Delta Gymnastics activities, events, training sessions and other activities. Interact with all internal and external stakeholders with a professional and authentic demeanour.

"Where Kids are First"

Delta Sport Development Centre
4680 Clarence Taylor Crescent, Delta BC, V4K 3X3
Phone: 604-943-0460 Email: info@deltagymnastics.com
Website: www.deltagymnastics.com

REQUIREMENTS AND ASSETS

Essential Requirements

- NCCP Level 1 Artistic & Active Start, Making Ethical Decisions, Respect in Sport, Current Emergency First Aid Certificate and Criminal Record Check
- Passionate about physical literacy and an active and healthy lifestyle
- Superior proven relationship building and communications skills; comfortable speaking, emailing and phoning parents, children, coaches and coordinators
- Demonstrated ability to be creative and innovative in programming
- Ability to manage multiple projects, tasks and activities
- Ability to work flexible hours and evenings/weekend when required
- Must be able to bear weight as required to spot or support athletes of all ages and abilities
- Must be able to be physically active including (but not limited to) movements such as: rotation, squatting, lifting, holding and others as required
- Must be able to navigate the gymnastics facility with ease
- Excellent understanding and demonstration of class management and behaviour management

Preferred Requirements

- Experience coaching in a diversity of gymnastics programs
- Experience budgeting
- Recreation Management or similar education background
- Conflict management skills
- Minimum 3 years of experience in similar position

Technical Requirements

- Proven knowledge of Microsoft Word, Excel, and Outlook
- Must be comfortable learning how to work on other software products
- Must be able to focus on a digital display for long periods of time
- Must be able to communicate clearly in English both verbally and in writing

Compensation:

This full-time position, which combines administrative and coaching duties, offers competitive compensation based on qualifications and experience, as well as an Extended Health Benefits and Long-Term Disability. Position to begin on August 15th, 2018

Sound exciting? We'd love to hear from you!

Please send a cover email expressing in detail how your qualifications, strengths and skills align with the position offered along with your updated resume by email to execdirector@deltagymnastics.com

Delta Gymnastics will contact only those applicants selected for an interview, but we thank everyone for their interest.

Deadline to Apply: April 15, 2018

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