



Whistler Gymnastics Club - Administrator/Program Coordinator

If you like organizing community sports programs, we need your solid business skills to help with club registration and accounts for our members, and your strong coordination skills to run our quality classes/drop-in programs for our kids & adults! In return, you get a dynamic community job with flexibility, great job perks and like-minded coaches & staff who love providing gymnastics and trampoline to Whistler's community!

Whistler Gymnastics, is a popular community club, teaching physical literacy to all ages and abilities for over 25 years, in beautiful Whistler, BC, Canada! We are looking for a positive and enthusiastic individual with outstanding organizational and communication skills to join our team to help our over 400 members and 10 permanent coaches with the overall coordination of our Whistler and Pemberton programs and club registration. The Administrator/Program coordinator would also manage our popular day camps and drop-in programs during the summer. Duties include daily business administration, member/guest relations, human resources and program coordination, office management and liaison with partner groups and club affiliates.

Your creative and collaborative nature will assist you in the endless opportunities to feel involved and make a recognized difference with our members, board of directors and staff. Working closely with the Executive Director, Head Coaches, Pemberton Manager and the coaching staff, this position is integral to delivering our amazing gymnastics and trampoline programs at Whistler Gymnastics.

The successful applicant will:

- Be a team player with a flexible, creative and collaborative attitude!
- Preferably have some experience in guest relations, financial account and business management practices.
- Have some experience leading or coordinating a team of employees in an business operations setting, preferably sports related.
- Have a helpful personal character with excellent written and verbal communication skills.
- Be well organized and easily excited about opportunities to feel involved and help with finding solutions to make the club & team succeed. (i.e. volunteering for fundraising events in 'off-hours', 'juggling many hats at once' etc.)
- Be willing to engage in sport or business related professional development opportunities.
- Criminal record check required.

Preference will be given to candidates with:

- NCCP AG/TG Foundations and Technical certifications are a bonus, including Respect in Sport and Making Ethical Decisions certifications.
- NCCP training in other related sports an asset

- Background in non-profit community groups, or volunteer experience in sporting organizations is highly considered. Experience with working in a Board of Directors organization is also helpful.
- Educational background in recreational sports management, administration, and/or programming.
- Prior coaching or sport training experience is helpful, specifically in gymnastics or a related sport.
- Experience and an excitement with working with children is preferred.
- First Aid training is a bonus

Remuneration: This position is available for a permanent, year-round, hourly employee to start in June, and based on an average of 64-72 hrs. biweekly, depending on the season. It includes vacation, extended medical and gym credit/coach training benefits. A unique perk for this position is it offers flexible and seasonal shift opportunities such as working admin. hours off-site, mornings/late shifts, and an option for extra time off in the summer. Specific conditions of employment and remuneration will be based on any opportunities for shared requirements, experience and qualifications.

To apply, please send a resume by May 20.