



## **Program Coordinator and Head Coach**

Cornwall Gymnastics Club (CGC) is seeking an experienced and skilled WAG Competitive Coach to **join and lead** our growing and ambitious team of coaches. We are interested in an energetic and enthusiastic applicant looking for a full-time position; however, part-time may be considered.

### **ABOUT CGC**

The Cornwall Gymnastics Club has operated for more than 30 years. Our facility offers 18,900 square feet of space for our recreational and competitive programming. CGC is a non-profit organization governed by a Board of Directors elected by the members at the Annual General Meeting. We provide year-round programming for gymnasts, including camps, drop-ins, competitions, and community events. Our programming is wide-ranging and is available for both competitive and recreational levels. The mission of the Club is to provide the community with the opportunity to explore and embrace the sport of gymnastics in a safe, fun, and positive environment and to develop strong, confident, and resilient athletes through quality coaching and programming.

### **LOCATION**

#### **525 Boundary Road, Cornwall, Ontario**

CGC is located in the City of Cornwall in Eastern Ontario. With a unique geographic location on the St. Lawrence River at the convergence of the Ontario, Quebec, and New York State borders, the city shares its southern border with the Mohawk Nation of Akwesasne. Only an hour's drive from Montreal and Ottawa, Cornwall has the influence of the big cities but maintains a small-town feel. It has a vibrant arts and culture scene, great restaurants, and endless recreation and green spaces. That makes it an excellent place to live, work, and play!

### **JOB REQUIREMENTS**

This position requires the candidate to become a key contact for customers and volunteers to provide accurate, up-to-date information about CGC programming. The candidate would work closely with other CGC staff (admin/finance) to provide quality programming and to ensure customer satisfaction.

*The primary responsibilities for this position include:*

- Hands-on coaching.
- Plan and implement the registration of all CGC programs.
- Plan and implement CGC special events.
- Assist with CGC fundraising initiatives.
- Support with parent meetings and team coaches' meetings.
- Communicate with gymnasts and families on the gymnast's progress regularly.
- Help with administrative work (scheduling staff, competition registrations, etc.).
- Travelling to competitions and events as required.

*The primary requirements for this position include:*

- Minimum 3 years experience coaching WAG pre-competitive and/or competitive programs.
- Respect in Sport.
- Minimum NCCP Level 2 Competition or equivalent.
- Vulnerable Sector Police Background check.
- First Aid & CPR level C (or willingness to obtain).
- Ability to teach choreography and to choreograph routines is an asset.
- NCCP Level 3/Competition 2 and bilingualism are considered an asset.
- Excellent spotting skills.



- Good team player that is willing to continuously increase knowledge and qualifications.
- Be able to work unsupervised and provide mentorship for other coaches.
- Willing to work with recreational programs.
- Excellent communication skills.
- Available to work evenings and some weekend shifts.
- Available to travel on some weekends (for competitions and events).
- Collaboration with Board of Directors.
- Reliable and professional.
- 2 years of administrative experience.
- A strong work ethic with attention to detail.
- Good organization skills.
- Excellent leadership skills

*Hours:*

- Variable with a requirement to work evenings and weekends. Approximately 35-40 hours per week.

*Compensation:*

- Commensurate with experience.

*References:*

- Minimum of 2 professional references.

All interested candidates should send a cover letter and resume to the Board of Directors (attention Tracy Bradley) at [cornwallgymnasticsboard@gmail.com](mailto:cornwallgymnasticsboard@gmail.com). Only eligible candidates will be contacted for an interview.