



Job Posting: Club Director

Flicka Gymnastics Club, a longstanding not-for-profit organization serving the Vancouver North Shore community for over 60 years, is seeking a dedicated **Club Director**. We offer a wide variety of inclusive recreational and competitive programs for artistic gymnasts of all ages and abilities. The Club Director acts as an ambassador and leads the business management of the club, ensuring alignment with the organization's Vision, Mission, and Strategy. This role encompasses day-to-day operational management, leadership and fostering a positive, inclusive environment for all members.

Key Responsibilities

Operations, Program & Service Delivery:

- Oversee all aspects of the club's business operations, communications, and facilities management in compliance with club by-laws, policies/procedures, and applicable legislation.
- Manage and oversee the recreational programming and scheduling in all aspects including staff and leadership.
- Ensure effective planning, implementation, and evaluation of the Recreation programs and align with Competitive programs in close collaboration with the Competitive Head Coaches.
- Oversee program registration, fee collection, and ensure compliance with insurance requirements.
- Deliver exceptional gymnastics and service experience for members through effective communication and engagement.
- Manage the relationship with Service Providers.

Leadership & People:

- Manage the employee lifecycle, including recruitment, compensation, onboarding, development, and retention.
- Support competitive head coaches in all administrative aspects of the employee lifecycle especially with regards to competitive athlete and coach development.
- Foster a culture of engagement and collaboration, providing ongoing feedback and support for staff development.
- Cultivate relationships with Gymnastics BC, Gymnastics Canada, local governments, and community leaders.

Strategic, Operational & Financial Plans:

- In collaboration with our Financial Services Provider, develop and review annual operating budgets, assess financial needs, and recommend appropriate courses of action.
- Manage operating budget, ensuring program profitability and prudent expense management.
- Provide regular reporting to the Board on strategic and operational plans.
- Identify and pursue revenue sources, fundraising, grants, and sponsorship opportunities.
- In collaboration with the relevant Board committee, plan for and manage the club's transition to a new facility in 2025/2026.

Your Experience and Education

- Post-Secondary education in Business Administration, Sports Management, or related field.
- Proven experience in leadership roles, managing cross-functional teams, or leading sports organizations. Experience in community sports is considered an asset.
- Strong understanding of financial statements and ability to drive sound business decisions.



- Excellent communication and leadership skills.
- Demonstrate a growth mindset, flexibility, adaptability to changing priorities, and strong problem-solving skills.
- Proficiency in MS365, MS Teams, and advanced computer skills.
- English language proficiency.

Job Title: Club Director

Job Type: Permanent Full-Time

Organization: Flicka Gymnastics Club

Location: North Vancouver, B.C., Canada

Hours: Standard work week is 37.5 hours/week. Flexibility in hours may be required, including evenings and weekends.

Work Environment: Hybrid work from home/in-office at the gymnastics facility. Some travel may be required.

Compensation: Competitive salary band starting at C\$80,000 annually, commensurate with relevant experience, starting at 4 weeks of paid vacation, extended health benefits.

If you are a dynamic leader with a passion for community, sports and driving business success, we invite you to apply for this leadership position! Please send your resume with a cover letter to hr1@flickagymclub.com