



## WAG Program Head Coach & Coordinator Job Description

**Job Title:** WAG Program Head Coach & Coordinator

**Reports to:** Program Manager, Executive Director

**Department:** Advanced Program

**Language of Work:** English

**Full-time:** 40 hours per week

**Compensation:** \$66,560 - \$87,360 per year Salary, Benefits Package, RRSP Matching

**Estimated Start Date:** June 2025

### STATEMENTS OF PURPOSE

**Vision:** *To be the centre in Delta for achieving personal excellence in sport and self-development through gymnastics.*

**Mission:** *To provide high quality gymnastics programs to optimize each participant's mental and physical development, and self-confidence.*

**Values:** *Our Society is dedicated to learning and innovation, respect and safety, collaboration and inclusion, and transparency and responsibility. We value the full spectrum of gymnastics levels and the important role each level plays in physical literacy at DGS. Our gymnastics is participant-centered to meet a diversity of needs and to promote fun and the overall enjoyment of the sport in all athletes.*

**Motto:** *At Delta Gymnastics Society, our motto is "Where Kids Are First". This means that all decisions made at DGS should take into account the best interests of Children, young athletes, and other Vulnerable Individuals. A cornerstone of this philosophy is ensuring the safety and Well-Being of all Children involved in activities and events at, or as a part of, DGS.*

### JOB SUMMARY

The WAG Program Head Coach & Coordinator is the caretaker of the WAG Program at Delta Gymnastics. The ideal WAG Program Head Coach & Coordinator is organized, innovative, personable, and an expert in what it means to be a coach. They are driven and looking to improve and grow the WAG Program at Delta Gymnastics.

The WAG Program Head Coach & Coordinator is responsible for the general management and oversight of the WAG Program, including athlete and coach management, yearly and strategic planning, communication with parents and athletes, and collaborating with the other Program Coordinators and Leadership staff to ensure smooth operations and congruence with other programs.

The WAG Program Head Coach & Coordinator is expected, similarly to all other staff, to act as an Ambassador for the Delta Gymnastics Society, both at work and when representing the organisation externally. Being an Ambassador for the Delta Gymnastics means understanding our history and our Statements of Purpose, and applying them in daily decisions. To this end, the WAG Program Head Coach & Coordinator must conduct themselves professionally at all times, and interact with all internal and external stakeholders with an authentic demeanour.

## DUTIES AND RESPONSIBILITIES

### WAG Program Coaching

- Be an active and role-model coach in the WAG Program.
- Oversee the sessional plan for each athlete's competitive level for each gymnastics season.
- Communicate effectively and professionally with parents and guardians regarding any important information concerning their athlete, registered programs, and other Delta Gymnastics events.

### WAG Program Administration

- Create and monitor the annual program plan, including competitive skill acquisition and long-term program goals.
- Work with the Business Manager and Executive Director to manage the program budget.
- Collaborate with the Program Manager and other Program Coordinators in order to create the sessional and daily rotation schedules and discuss any program schedule changes.
- Assist the Admin Team in registering participants, and make any registration changes if necessary.
- Develop and maintain records for each athlete.
- Use knowledge of all DGS programs to help athletes and their guardians understand their next steps.
- Communicate with Members to inform them of program-specific information, and direct communication to other staff or Coordinators as necessary.
- Liaise with external professionals connected to athletes as needed, including doctors, physiotherapists, and other necessary professionals.
- Take a lead role in the planning and organizing of the competitive program events.
- Promote DGS and our programs as appropriate, especially when communicating with stakeholders, and collaborate with the Marketing Coordinator to ensure consistent branding and communication of programs in both digital and non-digital formats.

### Coach Management

- Collaborate with the Program Manager and applicable Coordinators when necessary to schedule and approve NCCP level-appropriate coaches for programs, substitutions,

competitions, off-site trips and events.

- Oversee and assist coaches in athlete development.
- Supervise the gym floor during peak times as needed, and assist the coach(es) in developing class management strategies.
- Provide ongoing leadership and mentorship to coaches, by encouraging and presenting development opportunities, and giving necessary feedback regarding.
- Provide feedback regarding coach performance to the HR Manager.
- Participate in hiring discussions for coaches, and voting on awards & scholarships given to DGS employees.

### **Safety & Facility Management**

- Recommend equipment purchases and items to be sold to the Operations and Equipment Manager.
- Collaborate in the designing and updating of the layout of the gym to incorporate new equipment, changes to rotation schedules, and other facility changes.
- Oversee injury documentation and reporting, and follow up as needed.
- Communicate with the Operations and Equipment Manager to ensure all equipment is safe.
- Contribute to the cleaning and maintenance of the facility and equipment.

### **Special Events**

- Oversee aspects of, or assist in, DGS special events.
- Plan, organize and coordinate other program-specific special events.
- Ensure completion of any necessary event documentation.

### **Personal Growth and Development**

- Self-evaluate performance annually to identify areas of growth, and create reasonable and measurable goals to further career and personal development.
- Discuss courses and other development opportunities with the Program Manager and HR Manager that align with these goals, and seek authorization from the Executive Director.

### **Other Duties**

- Attend all weekly, quarterly and annual information and strategic planning sessions and staff meetings as required and complete assigned action items.
- Collaborate with other Program Coordinators as necessary.

## **REQUIREMENTS AND ASSETS**

### **Required Qualifications**

- National Coaches Certification Program (NCCP) Comp 3 Certified or higher in WAG
- 5 years of coaching experience at that level

- 2 years of experience in a similar managerial position
- Current CPR & First Aid, Respect In Sport, and SafeSport certifications (or willingness to obtain)
- Clear Police Criminal Record Check (with Vulnerable Sector) required upon selection

### **Knowledge, Skills and Abilities**

- Passion for well-being and development of children
- Excellent leadership, relationship building, and conflict management skills
- Superior verbal and written communication, organizational, multi-tasking, and scheduling skills
- Creativity and/or strong ability to innovate
- Working knowledge of Microsoft Office 365
- Ability to focus on a digital display for long periods of time

### **Preferred Assets**

- Experience in a diversity of gymnastics programs
- Knowledge or experience in non-profit, and/or sports non-profit
- Knowledge or experience in sports management and/or administration
- Recreational Management or another related degree, diploma or certificate
- Budgeting experience
- Judging experience
- Provincial and National competition experience
- Strength and conditioning experience