



**WIMGYM (Dorval, Quebec) is accepting applications for two new positions as described below.**

**Application Deadline: June 30, 2018**

**Duration of position: August 1st, 2018 to June 30th, 2019**

**Hours: 20 hours per week, must be available on most weekends during the regular season**

**Salary: Commensurate with experience**

**To apply, send your CV to both:**

**WIMGYM General Manager [carolynirwin@wimgym.ca](mailto:carolynirwin@wimgym.ca) and**

**WIMGYM Program Coordinator [ashlieghnormil@wimgym.ca](mailto:ashlieghnormil@wimgym.ca)**

## **Pre-School Coordinator and Recreational Coordinator**

The two selected candidates will report to the WIMGYM Program Coordinator and will work in close accordance with the WIMGYM Registration Office.

Responsibilities include:

- Supervising all Wimini, Munchkins, Kinder, Ballet, and Rhythmic coaches (Pre-School Coordinator),
- Supervising all Recreational, Superboys, Trampoline & Tumbling, Parcour coaches (Recreational Coordinator),
- Guiding coaches with class circuits/weekly program in a "Head Coach" role,
- Preparation of materials (binders, music, stamps, extra gym equipment, audio equipment)
- Preparation of rotation schedules, groups within classes, attendance sheets
- Regular follow up on recurring absences from class
- Monitoring and managing class adjustments (adds and deletes) and class changes
- Distribution and verification of report cards
- Management of coach replacements when needed
- Management of staff hour reporting (timesheets)
- Reporting on any injuries by following established Accident Report Procedure
- Knowledge of WIMGYM Emergency Procedures
- Efficient handling of parent questions and concerns

Requirements:

- Level 1 NCCP minimum, police verification, completion of required Sport and Safety modules as required by Gymnastics,
- Complete First Aid training
- Experience and/or keen interest in pre-school gymnastics programming (Pre-School Coordinator) and gymnastics for ages 5 and over (Recreational Coordinator),
- Bilingual – French and English,
- Strong organizational skills,
- Ability to communicate well and problem solve with parents, - excellent customer service skills,
- Ability to work well in a supervisory role with other coaches and peers.