



Gymnastics Newfoundland & Labrador is inviting applications for the position of **Program Development Coordinator**. This position is based on funding approval and the successful applicant must be eligible for employment insurance through Human Resources, Labour & Employment.

Duties include but are not limited to:

- Under the direction of the Executive Director, develop policy, programming and user guides to assist GNL members in offering a broader spectrum of programming.
- Develop specialized programming as per the current Gymnastics Canada standard.
- Coordinate with current member clubs to evaluate their current programming trends and work with them to provide enhancements to increase membership.
- Coordinate the training necessary to facilitate a coaching certification course for those clubs to be able to offer these programs.
- Coordinate meetings with the coaches and club management to discuss the new program and iron-out any foreseeable problems before the actual starting of the new format.
- Oversee the implementation of the program and deal constructively and positively with all issues as they arise over the next several months.
- Constant evaluation of new programming
- Oversee, develop and implement the Active Start Program with member clubs
- Assist regions within the province with the development of viable gymnastics program

The ideal candidate will have the following **qualifications** and expertise:

- College/University degree in a related field or an equivalent combination of education, training and experience
- The ability to evaluate, plan and oversee sport development systems
- Skilled in program design implementation and management
- Proven excellent leadership, organizational skills and interpersonal skills
- Strong consultative, facilitation and decision making skills
- Demonstrated ability to lead people successfully to achieve desired goals
- Excellent written and oral communication skills
- Knowledge of sport and in particular gymnastics

Resumes must be emailed or fax and received by September 2, 2010. Only those selected for an interview will be contacted.

Email: gymnastics@sportnl.ca

Fax: 709-576-7493