



**Administrative & Program Manager**  
**Gymnastics BC**  
*(Permanent, Full-Time)*

Posted July 30, 2025

Based in Vancouver, Gymnastics BC (GymBC) is a not-for-profit provincial sport organization responsible for the governance, development and promotion of gymnastics in BC. Our dynamic team serves more than 70-member clubs that typically represent a membership of over 52,000 participants throughout the province. As a member-based organization, we strive to deliver excellent member and customer service experiences in all of our interactions.

If you are passionate about amateur sport and have a keen interest creating positive and enriching opportunities for young athletes, we invite you to apply to for this exciting, year-round, full-time role.

We are looking for a self-motivated, creative and driven team member who can:

- *Seamlessly collaborates with a diverse group of professionals;*
- *Efficiently communicates with co-workers, members and partners;*
- *Effortlessly multi-tasks;*
- *Passionately engages with members with a positive attitude;*
- *Diligently ensures that the tools required for successful operations are maintained;*
- *Skillfully coordinates meetings and events;*
- *Enthusiastically embraces new challenges and opportunities.*

As the association's go-to trampoline person, you will be responsible for working collaboratively with our team to ensure our trampoline program initiatives run smoothly while also managing operational support for other GymBC programs and services. Are you up for the challenge?

**Overview**

Reporting to the Chief Executive Officer, the Administrative & Program Manager is a full-time, paid position based on **37.5 hours per week**, and is responsible for the overall management and promotion of trampoline competitive gymnastics programming in BC and managing administrative duties that support various GymBC staff and programs.

**Purpose**

The Administrative & Program Manager organizes, promotes and increases trampoline competitive gymnastics opportunities in BC and manages components of GymBC's operations and programming.

In consultation and collaboration with the Trampoline Gymnastics Technical Committee (TGTC) and TG Provincial Performance Advisor, the Administrative & Program Manager is responsible for the development, implementation and evaluation of programs for BC athletes for all trampoline gymnastics (TG) competitive levels. This position is responsible for the oversight and supervision of Team BC selection processes and to coordinate team preparation and travel logistics to ensure that GymBC's TG competitive goals are met.

In consultation and collaboration with the CEO and other GymBC staff, the Administrative & Program Manager supports other GymBC programs, services and operations by managing administrative activities.

## **Key Responsibilities**

### **1. Trampoline Gymnastics Technical Committee (TGTC)**

- Coordinate the efforts of the TGTC;
- Work with TGTC Chair to set meetings, agendas and special events;
- Attend TGTC meetings, take minutes, circulate information, prepare for the meetings and follow up on action points;
- Manage GymCan program initiatives related to the TG programs;
- Work with TGTC to develop and adhere to an annual budget;
- Help to plan and implement an annual calendar of TGTC events;
- Ensure TG athlete, coach and official development activities are implemented;
- Coordinate and market TG training camps, clinics and athlete testing activities;
- Contribute to the development and implementation integrated support services (IST) for TG;
- Maintain and update the GymBC TG Operational Manual;
- Maintain the TG AAP program lists; communicate and distribute funds to eligible recipients;
- Coordinate TG External Credits program lists;
- Contribute to the Joint Technical Meetings;
- Collaborate with other disciplines to create and support a harmonized annual event calendar;
- Contribute to the development, implementation and communication of GymBC Enhanced Excellence Plan;
- Organize TG Program summits, meetings, and assemblies;
- Track and tabulate all results for the annual TG athletes and coaches' awards.

### **2. Team BC**

#### Trampoline Gymnastics

- Coordinate and collaborate with Provincial Performance Advisor and IST providers as required;
- Develop and adhere to the TG Team BC budget(s) in collaboration with the CEO;
- Coordinate and oversee the preparation and execution of interprovincial and national events for Team BC members (athletes, coaches, judges and BC staff), including but is not limited to, coordinating registration, transportation, accommodations, and assisting with Team BC uniforms (design, sizing, distribution);
- In consultation with the MAG and WAG competitive program managers, provincial performance advisors, and Technical Committees, determine the performance objectives and report outcomes for Team BC at major events;
- In collaboration with the TGTC, carry out team selection (criteria, selection, team announcement, assist with TG support staff selection, and supervise and guide team coaches (if needed);
- Assist team and independent coaches with competition orders and any other competition issues;
- In collaboration with the TGTC, coordinate training camps – dates, location, officials, logistics.

#### General

- Book travel and accommodations for athletes, coaches, judges and support staff;
- Communicate Team BC logistics and information, as needed.

### **3. Athlete, Coach and Judge Development**

#### Trampoline Gymnastics

- Work with the TGTC to develop and implement strategies to support GymBC athletes and increase participation at all levels;
- Support the development and implementation of coaching evaluation and retention strategies;
- Work with the TGTC and the GymBC Coaching Development Lead to implement a TG coach mentoring program and coach education strategy;
- Support regional development in all 8 zones by working with the TGTC to plan and implement educational and professional development opportunities for athletes, coaches and officials (support role).

#### General

- Support the coordination, registration and tracking of coach and judge courses;

- Log membership payments received through course registration;
- Verify course participant registration in registration system;
- Book travel and accommodations for GymBC Learning Facilitators and Coach Evaluators;
- Verify coach and judge registration, certification and screening compliance requirements;
- Record and track data related to coach and judge development.

#### 4. **Events – Local, Provincial and National Events and Competitions**

Events include, but are not limited to, TG selection events, BC Championships, BC Games, Canada Winter Games, Western Canada Cup, Canadian Championships and other special events.

##### Trampoline Gymnastics

- May serve as Provincial Advisor or Assistant Provincial Advisor for BC Winter Games;
- May act as Technical Chair for TG events;
- Contribute to the agenda of the technical meetings;
- May serve on the Organizing Committee or sub-committee for GBC Special Events as required;
- Coordinate TG events technical details;
- Contribute information to the directives and workplans;
- Contribute to schedules, prepare draws and make changes, as required;
- Track and maintain the athlete mobility lists for reporting to GymCan;
- Assist with scoring and other technical matters during the event;
- Ensure GymBC scoring equipment is set up with most recent GymCan approved scoring program;
- Manage logistics for the GymBC scoring equipment to be accessible to host clubs for GymBC sanctioned events, including the scoring computers, tablets, printer, Time-of-Flight system and judging video equipment;
- Assist with any other projects when needed.

##### General

- Book travel and accommodations for GymBC Equipment Technicians;
- Provide support, as needed, to the annual Awards & Scholarship event, including on-site support;
- Verify participant qualification scores, membership, screening and certification in preparation for provincial championships;
- Provide event set up, tear down, and on-site support;
- Coordinate competition travel subsidy program;
- Process event refunds;
- Download and collate video library(ies);
- Track results and compile data, as needed.

#### 5. **Communication and Public Relations**

##### Trampoline Gymnastics

- Respond to TG program inquiries;
- Contribute information summaries on behalf of the TGTC for GymBC publications;
- Contribute information, review and update content the TG section of the GymBC website;
- Share and/or distribute relevant TG competition program updates, publications, and opportunities with both internal and external stakeholders;
- Raise the profile of successful TG athletes and coaches from BC;
- Actively promote the expansion of TG programs within BC.

##### General

- Respond to GymBC general inquiries;
- Collate data, process and distribute External Credits Program notifications.

#### 6. **Strategic Partners**

##### Trampoline Gymnastics

- Communicate with GymCan and with other PSOs for inter-provincial and national programs;
- Work with Westerns PSOs for the coordination of Westerns events (Western Canada Cup, etc.);
- Serve on sub-committees for inter-provincial activities, as required;
- Collaborate with strategic partners, as required.

#### 7. **Administration**

##### Trampoline Gymnastics

- Develop and maintain an annual work plan;
- Maintain an orderly filing system and workstation, and up-to-date copies of files on shared server;
- Prepare quarterly reports for the GymBC Board of Directors' meetings;
- Prepare annual reports for the GymBC Annual General Meeting;
- Prepare and submit annual reports for the GymCan TGTC Assembly;
- Develop, review and update GymBC documents, website and newsletter content;

#### General

- Archive and maintain GymBC memorabilia and historical documents;
- Coordinate GymBC storage units and manage content;
- Activate and respond to social media content;
- Contribute information to the Registration Handbook and other GymBC publications;
- Provide administrative support during summits, conferences, assemblies and meetings;
- Support club standard compliance verifications;
- Support accounting activities, as needed;
- Process Associate member, cross-training, and athlete eligibility exemption requests;
- Provide administrative support to GymBC staff and lead other tasks or projects, as requested.

#### **8. Other Details**

- Must have exceptional written and verbal communication skills.
- Must have a keen attention to detail.
- Must be very organized with exceptional time-management skills.
- Must be self-motivated and able to work independently with minimal supervision.
- Must be competent using MS Office applications.
- Knowledge of BC's amateur sport system is an asset.
- Knowledge of CSI's high performance sport system is an asset.
- Must be legally eligible to work in Canada.
- A valid British Columbia Class 5 driver's license is preferred.
- A current Criminal Record Check and safe sport training will be required.
- Occasional travel and non-regular working hours will be necessary.
- Experience with gymnastics and/or the trampoline community is considered an asset, but not a requirement of the position.

#### **How To Apply:**

Please email your resume and cover letter\* in either MS Word or PDF format to: [ceo@gymbc.org](mailto:ceo@gymbc.org)

*\*Please ensure that your cover letter and resume clearly outline how your skills and experience meet or exceed the job requirements.*

**Application Deadline:** August 25, 2025

*GymBC is committed to providing a workplace free from discrimination or harassment. We expect every member of the GymBC community to do their part to cultivate and maintain an environment where everyone has the opportunity to feel included, and is afforded the respect and dignity they deserve.*

*Decisions related to hiring, compensating, training, evaluating performance, or terminating are made fairly, and we provide equal employment opportunities to all qualified candidates and employees. We examine our unconscious biases and take responsibility for always striving to create an inclusive environment that makes every employee and candidate feel welcome.*

We thank all applicants for their interest; however, please note that only candidates selected for an interview will be contacted.