



ISLAND GYMNASTICS ACADEMY  
Not for Profit, Incorporated 1981  
40 Enman Crescent, Charlottetown, PEI C1A 7N7  
Telephone & Fax: 902-566-3935

## **Island Gymnastics Academy Chief Operating Officer**

We are looking to hire a positive team leader at the Island Gymnastics Academy.

The Island Gymnastics Academy is a not-for-profit sports organization that has been operating in Charlottetown since 1981. Gymnastics Canada recently named our club as the top small club in Canada. Our membership exceeds 1,200 including athletes, coaches and office staff.

Our recreation program caters to all ages from Bouncing Babies to Adult Gymnastics. We offer community-based programs including Special Olympics, Home School and open our doors to many other unique opportunities. Our inclusive competitive programs train gymnasts from the provincial to national levels.

We are searching for a Chief Operating Officer to work with the team and the Board of Directors at the Island Gymnastics Academy. The candidate should have experience in sport organization and a strong interest in gymnastics. Strong problem solving skills and the ability to work as a team leader is the foundation of the position. Excellent written and verbal skills are an asset as well as proficiency in various technologies.

The position is part-time and offers an opportunity for flexible hours. Additional work hours may be available through other Academy activities. The Chief Operating Officer reports to the Island Gymnastics Academy Board of Directors and works directly with the Chief Financial Officer to provide leadership and oversight for the Island Gymnastics Academy.

Salary Range: \$23-\$26 per hour

For further information, please contact:  
Jette Christensen, President [jette@eastlink.ca](mailto:jette@eastlink.ca)  
Lea Rand, Board member [learand@eastlink.ca](mailto:learand@eastlink.ca)

**Island Gymnastics Academy**  
**Chief Operating Officer**  
**General Job Description (25 hours/week)**

*Leadership under the Strategic Plan of the Board of Directors*

- Oversee all operations of the Island Gymnastics Academy
- Ensure the Operation Manual is current
- Lead implementation of changes to the Operation Manual

*Liaison with the Board of Directors*

- Participate in Board meetings
- Assist with drafting changes to Bylaws and Policies
- Participate in development of the Strategic Plan
- Meet regularly with the President or a Board member appointed by the Board

*Co-Head of the Management Team consisting of full-time staff and administration*

- Work with CFO to coordinate meetings, minutes, actions
- Work with the CFO and the Team to implement activities, policies, etc.

*HR for Coaching Staff*

- Responsible for hiring and terminating
- Responsible to follow up on staff needs
- Responsible for performance reviews of full-time staff
- Responsible for contracts of full-time staff and hourly competitive staff
- Oversee the planning and implementation of professional development (including office staff)
- Oversee development of the Emergency Action Plan

*Promoting Island Gymnastics Academy*

- Coordinate all internal and external communication
- Liaise with municipal, provincial and federal government

*Events and Activities*

- Develop and oversee Schedule of Events and activities outside regular training
- Encourage development of new programs and events
- Encourage travel to competitions and training in the region, country and international
- Collaborate with other entities

*Liaison with other sports organizations*

- Represent Academy at meetings
- Liaise with Gymnastics PEI and Gymnastics Canada

*Project “building a new facility”*

- Collaborate with “New Facility Committees”
- Collaborate with the CFO on the development and implementation of a budget for New Facility
- Assist with hiring a Project Manager as instructed by Board of Directors

*Support Staff*

The Chief Operating Officer is expected to be supported by staff, including:

- Registrar
- Admin Assistant

# Island Gymnastics Academy Organizational Chart

