Gymnastics Nova Scotia

Position Title: **Program Coordinator**

Hourly Wage: **$16/hour 17.5 – 20 hours per week (280 hours total)**

Position Term: **November 2021 – February 25th, 2022**

Description of Position:
The Program Coordinator position will be based out of the Gymnastics Nova Scotia (GNS) office in Halifax with the ability to work remotely. He/She/They will work in a professional sport administration environment and will interact with Regional, Provincial and National Organizations. Valuable management skills will be gained through the specific tasks that the Program Coordinator will be responsible for. These include the following:

- The successful applicant will be assigned to marketing and early planning of a new event called Nova Scotia Gymnaestrada to take place in June
- Involvement in the preparation, planning and early organization of the GNS Coach Symposium that will take place in September
- responsible for developing a marketing strategy for the sport of Gymnastics to target a variety of backgrounds including newcomers, indigenous, and athletes of varying abilities.
- Assist in communications by promoting and maintaining the Gymnastics Nova Scotia Facebook Group page, twitter account, Instagram, and other social media
- Assist in GNS webpage updates
- Assist in implementing Sideline Learning management program for gymnastics. This program is being developed through the Communities, Sport, and Recreation Division of NS Communities, Culture, Tourism and Heritage and gymnastics is 1 of 3 pilot sports.
- Validation of GNS coach levels forms and verification with clubs following transfer of qualifications process that took place over the summer
- Testing/piloting a new database program for GNS membership
- Validation and updating of various GNS e-mail lists

The Program Coordinator will also assist the GNS Executive Director and Technical Director in the numerous tasks performed on a daily basis within member services. This person will be exposed to the overall operations of Gymnastics Nova Scotia and will gain valuable experience in the operations of a non-profit sport organization.

The successful candidate will be able to work varying hours during the week depending on the tasks that are being worked on at the time.

This position is being funded by a federal grant program and to be eligible for this position, youth must:

- be between 15 and 30 years of age at the start of the employment*;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment**; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

**The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*
***International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

Please submit applications to gns@sportnovascotia.ca by Friday, November 12, 2021