



Jan 2026

MANAGER OF SPORT DEVELOPMENT

Full-Time

STAFFING DESCRIPTION AND DETAILS

Under the direction of the CEO and DOO, the Manager of Sport Development shall be responsible for the planning, development, implementation, administration, and evaluation of the activities associated with:

- Coaching development, education, and certification.
- Officials/judging development, education, and certification.
- Membership services, club development, including MAP and other club grants.

Gymnastics Saskatchewan is an organization in motion, building on over 50 years of movement, growth, and service to the gymnastics community. As we continue to develop and implement updated policies, programs, and operational strategies in alignment with Project 2032, this role offers the opportunity to be part of a collaborative team actively shaping what comes next.

While the position includes defined core responsibilities, duties may evolve over time in response to new initiatives, shifting priorities, and organizational needs. The successful candidate will be flexible, adaptable, and comfortable working in a dynamic, team-based environment, bringing a positive approach to change and a willingness to support colleagues as the organization continues to grow. This role also offers the opportunity to contribute ideas, provide input, and help define and grow the position over time—making it well suited for someone who enjoys being involved, taking initiative, and evolving alongside the organization.

HOURS OF WORK

The Manager of Sport Development is a full-time position with flexible hours. Evening and weekend work is required.

LOCATION

This position is based in the GymSask office (Regina – Mosaic Stadium, or Saskatoon – Sask Sport office). Travel and use of a car required.

COMPENSATION

Salary range is \$58,000-\$66,000 annually, commensurate with experience.

This position also includes full benefits including: RRSP contribution, medical/dental/disability insurance, vacation/sick leave, professional development opportunities, and a flexible work environment.



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SUMMARY OF RESPONSIBILITIES

COACH & JUDGE DEVELOPMENT

- Take responsibility for the Coach Development Department, serving as the lead for all coach development initiatives in the province and ensuring the growth, education, and ongoing support of all Saskatchewan coaches.
- Coordinate all NCCP clinics for coaching certification.
- Coordinate all judging clinics for the certification of officials.
- Become a certified facilitator and evaluator for Gymnastics Foundations at minimum, with additional levels strongly encouraged.
- Maintain a visible presence within the membership through consistent visitations of grassroots clubs, recreational programs, and community events to strengthen relationships, support coaches, and promote ongoing development opportunities.
- Coordinate, develop and implement other coaching education programs for grassroots and competitive coaches.
- Maintain and update all certification records, coaching/judge data, and statistics.
- Maintain and manage office inventory and resource materials relative to program responsibilities.
- Administer and support the certification of coaches in the Respect Ed program.
- Serve as a member of Gym Canada's Coaching Council.
- Act as an information source to clubs and members on club education, club development, risk management, coaching development, and leadership training.
- Maintain effective linkages with members via personal contact, website, social media, and other communication methods.
- Take initiative to be creative and think outside the box in developing innovative approaches, resources, and opportunities that strengthen coach development across the province.

MEMBERSHIP AND CLUB DEVELOPMENT

- Membership and registration promotion and administration – establish and implement successful strategies for membership recruitment, retention, and online registration.
- Maintain membership history – data base, financial and membership statistics.
- Act as an information source to clubs and members on club education, club development, risk management, coaching development, and leadership training.
- Strategic and operational planning, reporting and evaluation in areas of responsibility.
- Function as a valued member of the Gym Sask staff team, taking on other responsibilities as assigned by the CEO/DOO to contribute to the overall success of the organization.

