

August 26, 2026

RE: Recreational Program Director

St. Albert Gymnastics Club is seeking a passionate and experienced Recreational Program Director to grow the Recreational program through creative thinking and partner engagement. This is a part time position that will support the growth and development of young coaches while at the same time allowing for personal growth and development.

About St. Albert Gymnastics Club

St. Albert Gymnastics Club is committed to providing a positive, supportive environment where children and youth can build confidence, develop skills, make friends and have fun! We take pride in fostering a strong club culture grounded in inclusion, well-being, coaching quality, and community connection.

Why Join SAGC

This is an opportunity to make a meaningful impact within a club that values a safe and inclusive environment, coaching excellence, and community. As Recreational Program Director, you will help shape the youth of tomorrow, mentor coaches, and play a hands-on role in creating a positive experience for athletes and families.

Compensation will be commensurate with qualifications and experience.

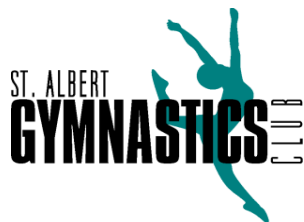
Posting will close once a suitable candidate is hired.

Interested candidates are to email Lisa Grant at executivedirector@stalbertgymnastics.com with Competitive Program Director in the subject line.

Kind Regards,

Lisa Grant

Lisa Grant
Executive Director
Executivedirector@stalbertgymnastics.com



Recreational Program Director

The Recreational Program Director reports to the Executive Director and is responsible for the organization of the recreational program in collaboration with the Program Operations Director.

The Recreational Program Director will have a professional working relationship with the Program Operations Director, in aspects of programming to achieve the mission and vision of SAGC.

The Recreational Program Director will have a professional working relationship with the administrative staff.

AUTHORITY

Within such limits as may be established by the Executive Director and within the normal operation procedures and policies of the Association, the Recreational Program Director, using sound business judgment, is empowered with stewardship and accountability for their area of responsibility.

OPERATIONS

(Pre-CIT is defined as anyone completing volunteer hours)

(CIT is defined as anyone on payroll without coaching courses, or on payroll and completed their session with support)

(Coaches are defined as having completed their volunteer hours, supported coach session and have required coach training/certification to coach on their own)

Roles and Responsibilities:

Operations duties are focused on internal processes, adherence to schedules, and administrative oversight.

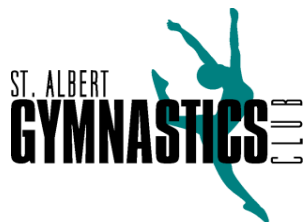
The roles and responsibilities of this position are as follows, but not limited to:

Mentor/Supervise/Coach:

Actively supervise and mentor Pre-CIT, CIT, Coaches, PayGym, Recreational classes, and Field Trips, as required.

Athlete Development:

Complete athlete assessments and advise the Rising Star Coordinator, Program Operations Director, and Competitive Director of potential athletes for their programs.



Recreational Program Administration:

- Book approved Field Trip dates/times and staff each Field Trip appropriately.
- Book approved Camp dates/times and staff each camp appropriately.
- Communicate Uplifter requirements to Administration Lead.
- Create calendar invites for all items not on regular schedule (events, coaching clinics, staff meetings, subs, field trips etc)
- Email availability forms to staff for the upcoming sessions & camps annually

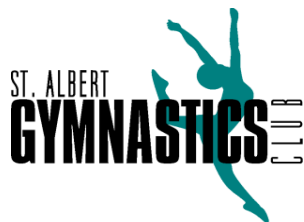
Administrative Duties in Collaboration with Program Operations Director:

- Book and complete (or assign) Assessments as necessary.
- Communicate recreational parent concerns to the Executive Director, as required.
- Follow up with recreational parents after incident report submission, as required by the Executive Director.
- Facilitate survey to recreation registrants each season and provide a report to the Program Operations Director
- Support the Program Operations Director to organize the Recreational staff meetings at the start of each session
 - Support Program Operations Director with any required CIT staff meetings.
 - Regularly attend administrators' meetings (monthly).

Scheduling and Rotations:

This will be based on the Master Rotation Schedule provided by the Program Operations Director, as required.

- Schedule coaches for recreational programs based on availability forms.
- Support Pre-CIT/ CIT review meeting to ensure alignment with Curriculum and Development to be completed annually.
- Communicate both tentative and confirmed coaching assignments for lead coaches (including coaches that are completing their session of support).
- Communicate the schedule/class descriptions to the Administration Lead for input into membership software and to the Executive Director for payroll purposes.
- Assist with confirming CIT and Coach subs for the recreational program as necessary and create calendar invites.
- Schedule CITs with appropriate mentor coaches.
- Communicate CIT schedules prior to the start of the session.



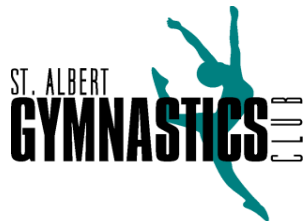
- Create calendar invites for CIT sub shifts, CIT staff meetings and CIT workshops as needed.

Human Resources:

Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees.

- This position directly supervises all Recreation coaches, Pre-CIT, and CIT in the recreational program.
- Communicate with mentor coaches providing CIT feedback on the volunteer hours tracker and requirements.
- In collaboration with Program Operations Director, communicate the Pre-CIT/ CIT program information to new Pre-CIT's (**must be 13 yrs old to begin**).
 - Pre-CIT/CIT
 - In collaboration with Program Operations Director complete Pre-CIT/ CIT interviews (pre and post volunteer hours).
 - Ensure compliance of fifty (50) volunteer hours is completed for each Pre- CIT's
 - Support CIT's mentorship and develop competencies to move CIT to a full time coach
- Track appropriate hours worked for recreational employees to complete their coaching level certifications.
- Complete recreation staff performance reviews three (3) times a year for coaches, Pre-CIT, and CIT followed by a report to the Program Operations Director.
- Document accurate written performance records for coaches, Pre-CIT and CIT in the recreational program including items requiring disciplinary action, and, if applicable, notify the Executive Director.
- Advise Rising Stars Coordinator, Program Operations Director, and Competitive Program Director of potential coaches for their programs.
- Provide Executive Director biweekly times sheet for coaches in a timely manner.

Offsite Events: Collaborate with the Program Operations Director to coordinate, staff and/or lead all off-site events (Sports Day, Fairplay Day, Children's Festival).



Equipment Maintenance and Recommendations: Scan the equipment regularly for safety and discuss any operational issues with the Executive Director. Make recreational equipment recommendations to the Executive Director.

Staff Apparel:

- Assist with the annual distribution of staff apparel and adequate inventory.