



## GYMNASTICS ONTARIO EMPLOYMENT OPPORTUNITY

### PROGRAM ASSISTANT



Gymnastics Ontario is a provincial sport governing body with approximately 90,000 members participating in recreational and competitive programs in Men's and Women's Artistic Gymnastics, Rhythmic Gymnastics, Trampoline, Tumbling and Aerobic Gymnastics. The Federation is seeking a Program Assistant who will provide assistance in the planning, communication and development of technical programs.

#### Specific duties include:

- Coordinate, in consultation with the Program Managers, the delivery of competitions, clinics, camps, seminars
- Assist the Program managers with the development and implementation of specific programs for athletes, coaches and judges to ensure the continued development of gymnastics in Ontario
- Coordinate the dissemination of information to members via memos, newsletters, bulletins and flyers
- Assist with the delivery of coaching programs including NCCP, PCCP programs & Risk Management
- Manage the verification of coaches for competitions in Trampoline and Tumbling, Rhythmic and Men's Artistic.

Reporting to the Technical Director, the candidate will have excellent communication, interpersonal and organizational skills and be committed to working within a dynamic and team oriented environment. This full-time position will involve evening and weekend work.

#### Preferred Competencies and Skills

- Post-secondary education in kinesiology, sport and recreation, education or related disciplines
- Excellent communication skills
- Language skills: proficiency in English
- A self starter and superior ability to work independently
- Computer experience - Excel, PowerPoint, Word, Outlook, database management

#### Salary

- Dependant upon qualifications and work experience
- Medical and Dental Benefits package, parking

**Interested applicants should submit a letter including their salary expectations and a resume, in confidence, no later than Friday May 16th 2008 to:**

Gymnastics Ontario Hiring Committee  
504-1185 Eglinton Avenue East  
North York, Ontario, M3C 3C6  
Fax:(416) 426-7377 email [habraham@ogf.com](mailto:habraham@ogf.com)

Receipt of all applications will be acknowledged via email (if email address is provided) only those candidates short listed will be personally contacted.

**Gymnastics Ontario thanks all applicants in advance.**