

About QCGC

Queen City Gymnastics Club has been an active non-profit and an intricate part of the Regina community for over 30 years. QCGC promotes and fosters a love of gymnastics within Regina and surrounding area and has a long tradition of gymnastics excellence in both competitive and recreational gymnastics. The club is directed by a volunteer, 9-member Governance Board of Directors and overseen day to day by a small management team and exceptional coaching staff.

Queen City Gymnastics is a leading employer in the sport of recreational and competitive gymnastics, with a total staff of approximately 13 NCCP trained and 6 NCCP certified coaches (comprising of full time and part time employees). Our coaches regularly participate in workshops and development sessions to ensure they are following industry best practices in terms of spotting and athlete safety.

Queen City Gymnastics Club's membership is the only gym in the city following Gymnastics Canada's CANGYM program including progressive skill testing, report cards and badge progression. Our class sizes are kept small and are in keeping with Gymnastics Saskatchewan's regulations of a 1:6 ratio for pre-school classes and a 1:10 ratio for older age groups.

Queen City Gymnastics Club has over 75 competitive athletes per year across four disciplines (Men's Artistic Gymnastics (MAG), Women's Artistic Gymnastics (WAG), & Acrobatic Gymnastics (ACRO), including many training at the national level. Queen City Gymnastics is the only gym in Regina that offers a male competitive program.

Overview of the Executive Director Role

Reporting to the Board of Directors, the Executive Director will have overall strategic and operational responsibility for QCGC's staff, programs, administration and execution of its mission. You will be expected to develop a thorough knowledge of the sport of gymnastics, its core programs and operations. You will then use this knowledge to develop and execute strategic plans for the fulfillment of QCGC's mission.

Expected start date: September 1st, 2020.

Key Responsibilities and Priorities:

Leadership and Management

- Develop and deliver QCGC's strategic vision and plan, long-term business plans and annual objectives and plans.
- Ensure the strategy, culture and daily work is embedded across the organization.
- Oversee and effectively manage the daily operations of the organization, providing executive direction of all program strategy, compliance, quality assurance and program efficiency.
- Ensure ongoing local program excellence.
- Build and maintain relationships with a broad range of internal and external stakeholders to support QCGC's strategic objectives.
- Lead by example by demonstrating a passion for delivering an excellent overall member experience.
- Promote an environment that encourages continuous learning and facilitates a culture of continuous improvement.
- Foster a positive, engaging and collaborative work environment.
- Proactively promote QCGC by being active and visible within the communities we participate in and impact.

Operations

- Develop and implement operational plans that help QCGC implement its strategic plan and achieve its annual and longer-term goals and objectives.
- Oversee the planning, implementation and rigorous evaluation of QCGC's programs and services.
- Monitor the day-to-day operations of the organization.
- Manage reporting and information to ensure delivery of relevant information to facilitate proactive, data driven decision making at the Board, Management, Coaches and Staff.
- Responsible for QCGC's overall talent strategy and plan including the recruiting, management, supervision and retention of qualified staff.
- Establish a positive, health and safe work environment in accordance with all relevant legislation and regulations.
- Oversee marketing and other communication efforts.
- Ensure risk management activities take place to reduce and control potential risks to the safety, security and health of our athletes and employees.
- Draft policies for the approval of the Board and prepare implementation procedures; review and revise existing policies and recommend changes to the Board as appropriate.
- Facilitate relationships through effective communications between and among athletes, coaches and parents to support collaboration in an athlete's overall development.

- Responds promptly to member concerns, mediating satisfactory responses and implementing action plans.
- Perform other duties as assigned.

Financial Performance

- Provide financial leadership by developing and managing the annual operating budget and monitoring long-term strategic fiscal plans.
- Develop, drive, and ensure the internal controls and processes required to effectively monitor financial performance and achieve annual targets, including financial stability of the Club.
- Maintain and be accountable for a disciplined and transparent management reporting process.
- Prepare and present the annual budgets and monthly financial reports to the Board.
- Ensure that asset utilization rates are within an acceptable range.

Board Governance

- Participate and contribute to strong governance with the Board fostering an effective, collaborative relationship.
- Identify, assess and inform the Board of any issues affecting the organization and provide recommendations to address them.
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.

Experience, Skills and Qualifications

- Either a post-secondary degree (master's degree is considered an asset) or post-secondary diploma (with additional qualifications preferred).
- Relevant experience of 10 or more years in a senior management or executive leadership role in sport administration and management, not-for profit sector, facilities management, or a business-related field.
- Substantial work-related experience with a proven leadership record in several areas such as: strategy development and execution, program development, financial management and budgeting, human resource management, operations management, risk management, volunteer management.
- Knowledge of leadership and management principles related to non-profits.
- Background in supervising a large number of staff and demonstrated ability to prioritize work assignments for staff.

- Proven success working with a Board of Directors.
- Dynamic and charismatic team player who enjoys being the public face of the organization.
- Proficiency in the use of Microsoft Office, Microsoft Word, Excel, PowerPoint.
- Knowledge of and genuine interest in recreational sport would be considered a strong asset.
- Consideration may be given to an equivalent combination of education and experience.
- Excellent oral and written communication skills, interpersonal skills, and ability to foster a collaborative, positive and diverse work environment.
- Demonstrated ability to build strong relationships.
- Demonstrated strategic thinker with a growth mindset that is open-minded and not afraid to innovate by challenging the status quo.
- Strong analytical, problem solving and negotiating skills with the ability to influence others.

Workplace Requirements and Conditions

- Location: 455 Maxwell Cres., Regina, Saskatchewan
- This is a full-time position working a standard work week. Occasional work on weekends and evenings is required to accommodate activities such as Board meetings, meetings with members and representing the organization at special events.
- We are committed to providing a safe environment for children; therefore, all applicants will be thoroughly screened and as a condition of employment, a criminal record check with a vulnerable sector screening is required.

QCGC is an equal opportunity employer and we encourage candidates of all backgrounds to apply. Accommodations are available upon request for candidates with disabilities taking part in the selection process.

How to Apply

Submit your resume, cover letter and either your current criminal record check with a vulnerable sector screening or proof that you have applied for one by **November 30th, 2020** to:

Executive Committee, QCGC Board of Directors

Email: vicechairqcg@gmail.com

While all applicants are thanked for their interest, only those chosen for interviews will be contacted.