

# Recreation Program Assistant

Marian Recreation Gymnastics – Saskatoon, SK



Marian Recreational Gymnastics is growing! As leaders in the gymnastics and sports world in Saskatoon for over 50 years, we continue to break ground in programming for childhood development and children's activities.

We are searching for a part-time recreation program assistant who is skilled at social marketing, extremely organized, creative and energetic. This position can be full-time with instruction of classes added to the administrative duties.

Prospective individuals should be self-directed, take initiative, and work well as part of a team. They will report directly to the Recreation Program Director and will assist them by aiding with projects and administrative tasks. This will include operating our online registration system, developing creative social media marketing content, managing all of our social media platforms including our website and our eCommerce store, as well as coaching gymnastics classes and running day camps as needed. Coaching gymnastics classes part-time alongside administrative duties is expected for the Recreation Program Assistant.

Interested applicants should possess the following qualities:

- Strong verbal and written communication skills.
- Experience in gymnastics, dance, or a similar sport.
- Adequate experience in leading a team and supervisory duties.
- Strong organizational skills.
- Advanced administrative and computer skills, and ability to learn to use our registration system

Job Types: Full-time, Part-time, Permanent

Salary: Commensurate with qualifications and experience.

COVID-19 considerations:

Everyone entering our facility is required to sanitize and wear a mask.

All coaches and staff are involved with daily sanitizing of equipment and gym space.

Please send resume to [maximumgymnastics2020@gmail.com](mailto:maximumgymnastics2020@gmail.com)