

May 19, 2026

RE: Competitive Program Director

St. Albert Gymnastics Club is seeking a passionate and experienced leader to guide our competitive program and help athletes, coaches, and families thrive.

About St. Albert Gymnastics Club

St. Albert Gymnastics Club is committed to providing a positive, supportive environment where athletes can build confidence, develop skills, and pursue excellence. We take pride in fostering a strong club culture grounded in athlete development, coaching quality, and community connection.

Why Join SAGC

This is an opportunity to make a meaningful impact within a club that values athlete development, coaching excellence, and community. As Competitive Program Director, you will help shape the competitive pathway, mentor coaches, and play a hands-on role in creating a positive, high-performing environment for athletes and families.

Compensation will be commensurate with qualifications and experience.

Posting will close once a suitable candidate is hired.

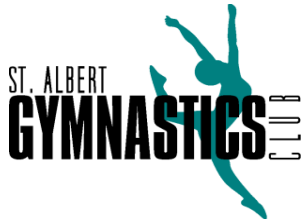
Interested candidates are to email Lisa Grant at executivedirector@stalbertgymnastics.com with Competitive Program Director in the subject line.

Thank you.

Regards.

Lisa Grant

Lisa Grant
Executive Director
executivedirector@stalbertgymnastics.com



COMPETITIVE PROGRAM DIRECTOR

Position Summary

St. Albert Gymnastics Club is seeking a passionate and experienced leader to guide our competitive program and help athletes, coaches, and families thrive. As Competitive Program Director, you will provide strategic and day-to-day leadership for the competitive pathway, oversee competitive coaching staff, and play an active role in athlete development. This position is ideal for a collaborative leader who is energized by coaching excellence, program development, and building a positive, high-performance culture. Working alongside the leadership team, you will help shape the future of the competitive program while supporting club growth, member engagement, and operational success.

Position Interactions and Interface

In this role, you will work closely with athletes, families, coaches, and internal staff, and you will report directly to the Executive Director. You will also partner with the Recreation Program Director to align programming across the club and support the broader mission and vision of SAGC. Externally, you will serve as an important point of contact for competitive families, athletes, and the Alberta Gymnastics Federation.

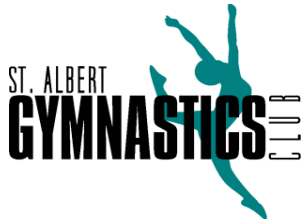
This is a full-time position averaging 37.5 hours per week. At least 70% of your time will be spent actively coaching competitive gymnasts, making this an excellent opportunity for a leader who wants to stay closely connected to athlete development while also shaping program direction.

Roles and Responsibilities

In this role, you will:

General Responsibilities:

- Represent SAGC in a positive and professional manner and contribute to a strong, engaged club culture.
- Help ensure that competitive athletes, coaches, and members consistently follow SAGC and Alberta Gymnastics policies, procedures, and standards.
- Partner with the Executive Director to develop, manage, and monitor the annual competitive program budget.
- Manage the administrative responsibilities of the role and support additional operational priorities as needed.
- Attend the Alberta Gymnastics Federation Annual General Meeting.
- Maintain a clean, organized, and professional coaches' office environment.
- Model high ethical standards and reinforce the club's vision through a positive, professional leadership style.
- Support recreational programming as needed to help meet club-wide operational needs.



Competitive

- Lead athlete selection for the competitive program and place gymnasts in appropriate training and competition levels.
- Actively coach, supervise, and mentor competitive gymnasts on the floor.
- Develop and coordinate competitive summer programming, including rotations and coach scheduling.
- Oversee annual competitive programming, including rotations and coach scheduling.
- Prepare the annual programming proposal in collaboration with the Recreation Director for approval by the Executive Director.
- Ensure athletes in the competitive program have lesson plans in place and that coaches consistently use them during training sessions.

Training Groups

- Lead regular tryouts for the competitive program and assess athletes identified through the recreational pathway or from external sources.
- Select gymnasts for the competitive team and assign appropriate training and competition levels.
- Assign coaches to training groups based on qualifications, education, and experience.

Meets

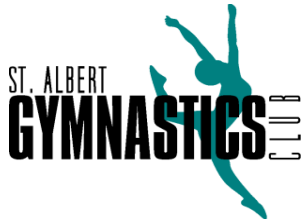
- Determine which meets SAGC competitive gymnasts will attend each year.
- Ensure each gymnast is supported by a properly certified coach at competitions.
- Attend all meets in which SAGC gymnasts are participating.
- Serve as Technical Director at all SAGC-hosted meets.

Communication

- Build strong relationships with competitive families through consistent communication about athlete progress, performance, and feedback.
- Provide communication tools and touchpoints such as athlete feedback and report cards, parent meetings, the parent handbook, and the Band app.
- Prepare for and lead the annual Parent Orientation Meeting (POM).
- Address parent questions and concerns related to the competitive program in a timely and professional manner.

Human Resources

- Recommend candidates for new coaching hires and help build a strong competitive coaching team.
- Supervise, support, and mentor competitive coaching staff.
- Foster the ongoing development of coaches' knowledge, skills, and education.



- Develop and implement coaching clinics and professional development opportunities.
- Provide the Executive Director with an accurate competitive coaching schedule at the start of each session and communicate any discrepancies that may affect timekeeping.
- Maintain accurate written records for competitive coaches, including certifications, performance, conduct, and any disciplinary matters.
- Conduct annual performance evaluations for each competitive coach and share outcomes with the Executive Director.

Risk Mitigation/ Safety Plans

- Keep the Executive Director informed of any extended athlete absence, injury, disciplinary action, or other situation requiring immediate attention.
- Regularly inspect equipment for safety and discuss operational issues with the head recreational coach and the Executive Director, making recommendations as needed.
- Complete accident reports, notify the Executive Director of serious injuries, and follow up with families within 48 hours of an incident.
- Help ensure the gym remains safe, clean, and organized, and that equipment is handled responsibly.
- Hold competitive coaches accountable for their assigned clean-up responsibilities in the gym.
- Ensure Safe Sport and coaching standards are consistently upheld.

Qualifications

- Certified C2 coach.
- Current First Aid certification.
- Strong working knowledge of Google Workspace and Microsoft Office.
- Experience with Sportzsoft is considered an asset.
- Respect in Sport, Making Head Way, and Making Ethical Decisions certifications.
- Administrative or human resources experience is considered an asset.