

**Position:** Head Coach, Recreational Programs

**Location:** Niagara Falls Lightning Gymnastics Club

**Reports To:** Board of Directors

**Employment Type:** Full-Time (combination days, evenings and weekends)

## Overview:

Niagara Falls Lightning Gymnastics Club is seeking a dedicated and experienced Head Coach, Recreational Programs to oversee all aspects of our Recreational and other developmental programs. This is a leadership role that combines program management, staff supervision, and direct coaching responsibilities.

The successful candidate will be responsible for evaluating and implementing strategies to grow and diversify revenue streams while maintaining and expanding the existing Recreational Programs, which includes rec classes, camps, birthday parties, and special activities. The position also requires collaboration with the two Competitive Head Coaches, to ensure a cohesive gym culture. Additionally, the role involves strategic program planning, revenue maximization, and marketing initiatives to enhance community engagement and sustainability.

## Key Responsibilities:

### Program Development & Management:

- Evaluate, develop, and implement new revenue-generating programs based on market demand and club needs, encouraging innovation in gymnastics-related programming.
- Oversee, maintain, and grow the Recreational Programs, ensuring high-quality instruction and positive participant experiences.
- Plan and implement each seasonal session (Fall, Winter, Spring, Summer), incorporating structured lesson plans, weekly rotation orders, and themes.
- Evaluate gymnasts upon registration to ensure proper placement in appropriate levels/groups.
- Manage and expand additional programming, including camps, birthday parties, and special events to maximize facility use and revenue.
- Ensure that all programs align with Gymnastics Ontario standards and best practices.
- Monitor athlete progress and update skill tracking and reporting systems.
- Maintain a visible and active presence on the floor during Recreational programs.

### Staff Hiring, Training & Supervision:

- Recruit, train, and supervise Recreational coaches, ensuring proper certifications and coaching standards are met.
- Provide mentorship and professional development opportunities for recreational coaching staff.
- Develop and oversee recreational staff scheduling to maintain adequate staffing levels and high-quality programming.
- Ensure coaching techniques and training methods align with the club's mission and Gymnastics Ontario guidelines.
- Provide floor supervision to Recreational coaches to ensure proper instruction, safety, and athlete engagement.
- Coordinate substitute coaches in the event of absences and assist with rescheduling/cancellations.

- Actively recruit and develop new coaches, including overseeing a Coach-in-Training (CIT) program.
- Organize coaching clinics and professional development sessions in partnership with Competitive Head Coaches.

#### **Coaching & Athlete Development:**

- Actively coach Recreational classes, ensuring high-quality instruction and athlete progression (minimum 15-20 hours per week)
- Support athletes in skill development, confidence-building, and achieving their gymnastics goals.
- Oversee athlete evaluations and ensure report cards/certificates are properly completed and distributed at the end of each session.
- Identify and recommend promising gymnasts for the competitive stream (OCP or other appropriate pathways) to the Head Coaches for further evaluation.

#### **Collaboration & Communication:**

- Work closely with the Competitive Head Coaches to coordinate scheduling and ensure alignment with the Niagara Falls Lightning Gymnastic Club brand.
- Communicate effectively with parents and athletes regarding program expectations, progress, and opportunities.
- Maintain updated bulletin boards and parent communication channels with program-related information.
- Attend board meetings and provide reports on program development, athlete participation, and staffing.

#### **Marketing, Promotion & Public Relations:**

- Develop strategies to increase program visibility and attract new participants.
- Foster relationships with local schools, community organizations, and gymnastics associations to promote club programs.
- Organize events, open houses, and promotional activities to engage the community.
- Maintain social media and website updates related to Recreational and other revenue-generating programs.

#### **Administrative & Safety Responsibilities:**

- Ensure all safety and operational policies, including incident reporting, health guidelines, and risk management protocols, are followed.
- Manage program budgets and work with the Board to ensure financial sustainability.
- Oversee registration, scheduling, and communications related to recreational and other revenue-generating programs.
- Oversee gym space preparation to ensure it is safe and properly set up before each session.
- Ensure all equipment is properly maintained and meets safety standards.

## **Qualifications & Experience:**

#### **Minimum Education & Certifications:**

- NCCP Artistic Gymnastics Foundations Trained (or higher) OR old NCCP Level 1 Technical Artistic (or higher)

- Candidates with Competition 1 Trained or Certified are preferred
- NCCP Trampoline Foundations Trained or old NCCP Level 2 Trampoline
- First Aid and CPR Certification (current).
- Respect in Sport Certification
- Vulnerable Sector Criminal Reference Check (mandatory)
- Degree in Recreational Management, Physical Education or Kinesiology is an asset

### Experience & Skills:

- Strong background in gymnastics coaching, with hands-on experience at recreational and/or competitive levels.
- Ability to develop and implement new programs and grow existing offerings.
- Strong leadership and team-building skills, with experience hiring, mentoring, and managing staff.
- Exceptional organizational, communication, and problem-solving skills.
- Computer skills, ability to use club management software
- Experience in marketing, community outreach, and public relations is a strong asset.
- Comfortable working in a dynamic, flexible environment that includes both hands-on coaching and administrative duties.

### Working Conditions & Schedule:

- A mix of on-the-floor coaching, office-based administration and community outreach
- Flexible schedule, including evenings and weekends, to meet program needs.
- Physical capability to move equipment and support athlete safety during training sessions.

### Compensation & Benefits:

- Full-time position with a competitive salary based on experience and qualifications.
- Group health benefits included.
- Professional development opportunities, including training and certifications.
- Opportunities to shape and grow new revenue-generating programs while leading Recreational gymnastics development.
- A supportive work environment that values professional growth and community impact.

### How to Apply:

Interested candidates should submit their resume, cover letter, and references to [hr@lightninggymnastics.org](mailto:hr@lightninggymnastics.org). Please include details of your coaching experience, program management background, and certifications.

We thank all applicants for their interest, but only those selected for an interview will be contacted.

### About Niagara Falls Lightning Gymnastics Club:

Niagara Falls Lightning Gymnastics has been serving the Niagara Region since 1976, providing high-quality gymnastics instruction for recreational and competitive athletes. Conveniently located off the QEW on Montrose Rd., we welcome gymnasts of all ages and skill levels. Our club is dedicated to fostering a positive, inclusive, and growth-oriented environment for athletes, coaches, and the community.

Join us and be part of an exciting new chapter in our club's growth!