



Trampoline Gymnastics Program Lead (C3 Trained) Full-Time (5 Days/Week) **Ortona Gymnastics Club | Edmonton, Alberta**

Are you passionate about Trampoline Gymnastics (TG) and committed to athlete and program development in a positive and high-performance training environment? Ortona Gymnastics Club is seeking an experienced Trampoline Gymnastics Program Lead to join our team full-time in the interest of program management, technical oversight, and strategic implementation of our TG program.

About Ortona Gymnastics Club

Ortona is a non-profit, inclusive, and athlete-centered organization that has served Edmonton for over 40 years. We are dedicated to fostering excellence in gymnastics through safe, progressive, and supportive coaching. Our team is growing, and we are looking for a dynamic coach who shares our values of respect, teamwork, and long-term athlete development.

Key Responsibilities

- **Athlete Development & Progression:** Oversee and support athlete progression, ensuring fair, timely advancement that respects school and life commitments.
- **Technical Program Implementation:** Confirm daily execution of all technical aspects in alignment with Alberta Gymnastics Federation and Gymnastics Canada standards. Notify the Competitive Program Manager of any issues.
- **Program Monitoring & Evaluation:** Oversee coaching decisions related to training, conduct regular athlete assessments, and maintain awareness of evolving regulations and point systems within competitive gymnastics.
- **Collaborative Training Plan Development:** Work with TG Coaches to create and execute individualized training plans, addressing both athlete needs and program standards.
- **Mentorship Coordination:** Create and present to the Competitive Program Manager professional development plans or mentorship opportunities for TG coaches.
- **Information Distribution:** Ensure smooth and accurate information sharing across the program in coordination with the Competitive Program Manager.
- **Record Keeping:** Maintain thorough records and reports, compose relevant correspondence, and ensure all athletic records are current and complete.
- **Feeder System Awareness & Recruitment:** Engage with feeder systems to promote the TG Program and recruit new athletes.
- **Professional Development:** Attend workshops and training opportunities to enhance program quality and personal coaching skills.
- **Coaching Duties:** Provide hands-on coaching support as needed within the program.

- **Event Management:** Organize and oversee TG Program Events and team-building activities for TG athletes.
- **Training and Competitive Gear Management:** Coordinate sizing and distribution of training gear for athletes in the TG Program, and act as the contact person for parent inquiries related to distribution and sizing.
- **Progress Report Maintenance:** Proofread completed progress reports for all athletes in the TG program twice a season, providing constructive feedback.
- **TG Staff Performance Evaluations:** Conduct regular performance evaluations to assess team members' contributions, provide constructive feedback, and support professional development.

Qualifications

- NCCP Trampoline Gymnastics Competition 3 (C3) Trained (minimum), with willingness to complete certification.
- Strong technical knowledge of gymnastics fundamentals and regulations within relevant gymnastics federations (Alberta Gymnastics Federation, Gymnastics Canada, etc.).
- Proven experience in athlete development and coaching within a structured, competitive gymnastics program.
- Demonstrated ability to mentor, support, and oversee other coaches, including experience in training plan development and feedback delivery.
- Strong organizational skills with the ability to manage program logistics, track athlete data, and coordinate events.
- Clear, effective communication and collaboration skills for working with athletes, families, peers, and leadership.
- Understanding of athlete-centered coaching approaches and a commitment to athlete well-being, safety, and long-term development.
- Ability to maintain composure and good judgment in fast-paced, multi-stakeholder environments.
- Willingness to represent the program internally and externally, including at competitions, club events, and recruitment opportunities.
- Flexibility to work evenings, weekends, and travel as required for meets, events, and training camps.
- Commitment to ongoing professional development in the field of gymnastics and leadership.
- Strong knowledge of TG technical requirements and competitive structures at the provincial and national level
- Ability to motivate and support athletes while fostering a team-oriented environment.
- Strong communication and interpersonal skills to engage with athletes, parents, and colleagues.
- Commitment to safety and injury prevention best practices.
- First Aid/CPR certification
- Respect in Sport & Making Ethical Decisions certification.

Employment Details

- Full-time position (5 days/week; evening and weekend availability required)
- Wage: Competitive and based on experience and certification
- Benefits and professional development opportunities available

Work Schedule & Compensation

- Part-time: 5 days per week (schedule to be discussed based on club and competition needs).
- Competitive compensation based on experience and qualifications.

Why Join Ortona Gymnastics Club?

- Work in a supportive and collaborative team environment.
- Access to professional development and coaching education opportunities.
- Be part of a club dedicated to athlete success and well-being.

How to Apply

Interested candidates should submit their NCCP number, resume, and a brief cover letter detailing their coaching experience and philosophy to hr@ortonagymnastics.com

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