

Gymnastics Nova Scotia

Position Title: Program Coordinator

Hourly Wage: \$12/hour 35 hours per week

Position Term: May 24, 2011 – August 15, 2011 (12 weeks)

Description of Position:

The Program Coordinator will be based out of the Gymnastics Nova Scotia (GNS) office in Halifax. He/She will work in a professional sport administration environment and will interact with Regional, Provincial and National Organizations. Valuable management skills will be gained through the specific tasks that the Program Coordinator will be responsible for. These include the following:

- Re-create and distribute the GNS monthly newsletter (via e-mail and webpage)
- Revamp and promote the Gymnastics Nova Scotia Facebook Group page
- National Coaching Certification Course Organization
- GNS Membership database management
- Development of various GNS e-mail lists
- Updating current GNS e-mail lists
- Involvement in the preparation of the GNS AGM that occurs in June
- Planning and organization of the GNS Coach Symposium that occurs in September/October

The Program Coordinator will also assist the GNS Executive Director in the numerous tasks performed on a daily basis such as bookkeeping and member services. This person will be exposed to the overall operations of Gymnastics Nova Scotia and will gain valuable experience in the operations of a non-profit sport organization.

The successful candidate must be returning to full time studies in September 2011.

Applications must be received by 4pm on Friday, May 13th. Please mail, fax or e-mail applications to:

Gymnastics Nova Scotia
5516 Spring Garden Road, 4th floor
Halifax, NS B3J 1G6
Fax: (902)425-5606
e-mail: gns@sportnovascotia.ca