



WAG Competitive Team Lead Job Description

The XCEL Competitive Team Lead is committed to fostering our cultural cornerstones of

- A safe and fun environment
- Physical fitness and a healthy lifestyle
- Positive customer / guest experience through outstanding service
- Sportsmanship and team spirit
- Pursuit of excellence
- Teamwork and communication

The XCEL Competitive Team Lead reports directly to the General Manager, the XCEL Competitive Team Lead oversees the day-to-day general operations of the competitive team at Glenmore Gymnastic Club (GGC) in accordance with GGC missions, Values, Policies and Procedures.

Administration

- Administer the day-to-day operations of the Women's Artistic Gymnastics XCEL competitive team at GGC working collaboratively with the General Manager and all staff. This may include but is not limited to planning schedules, rotations, groups and special events such as competitions, showcases, mock competitions, team building events, etc
- Plan and manage special events with the General Manager as needed
- Participate in monthly Leadership Team meetings
- Coordinate and implement monthly mandatory meetings with all staff
- Create social media advertising, memos and documents with assistance from the General Manager
- Maintain a safe, secure and clean facility inside and outside of the gymnastics area
- Help to ensure good communication and customer service leading by example through answering phone messages and emails in a timely manner, speaking with parents face to face when available, and addressing concerns as they come up
- Help to develop Policies and Procedures with assistance from the General Manager
- Act as a spokesperson for the organization, being positive and energetic
- Meet all deadlines within required timeframes
- Interact with sports administrators, sponsors and affiliates
- Works with other Team Leads to ensure rotations, equipment and space is being used most efficiently
- Create XCEL Competitive Team registration packages with the General Manager

Personnel Management

- Perform yearly reviews for the XCEL Competitive Team staff
- Write job descriptions for all XCEL Competitive Team staff
- Lead, develop, and mentor staff
- Update staff handbooks with the assistance of the General Manager
- Hire staff as required and approved by the General Manager
- Exercise all FOIP regulations and enforce them with staff
- Encourage team building by facilitating open communication and positive working relationships with staff
- Support and encourage staff initiatives
- Seek to resolve conflict immediately with staff and/or members
- Maintain a good working relationship with all staff, affiliates of GGC, AGF, GCG and Board of Directors
- Ensure proper reporting and documentation of all injuries

Financial Management

- Work with the General Manager to ensure expenditures are within the budget
- Establish and implement a comprehensive filing system for current and archived personnel documents, lesson plans, etc.
- Submit requests to the General Manager for new equipment or equipment repair
- Additional duties as assigned by the General Manager