Aug 2025

WAG Program Coordinator - Job Description and Details

Under the direction of the Technical and Events Director, the WAG **Program Coordinator** shall be responsible for the following:

Program Development

- Create an annual work plan that will identify the goals, objectives, and tasks necessary to achieve the targets/outcomes in the Strategic Plan as related to the development of the discipline, including but not limited to:
    - athlete ID, sport science, competition plans, assessments, and budget.
- Oversee the implementation of the inter-club and competition programs, including a competition and training calendar and communicating with all clubs regarding updates, frequently asked questions, etc.

Athlete Development

- Work with the staff and Technical Committees to create criteria, policies, and administrative systems for all Team Sask programs, team selection and meet qualification and ensure they are communicated to stakeholders.
- Work closely with coaches to identify goals and objectives for out of province competitions for HP and/or Sask First athletes.

Officials Development

- Work with the judging coordinator to ensure all clinics and judging assignments are made and communicated for Provincial, National, and international events.
- Ensure all judge records are kept up to date including judge levels, certification history, competition participation and recognition pins.

Administration and Communication

- Work closely with program coaches, officials, and office staff to determine travel plans for team events, payment of expenses within the provided budget, and other administrative and financial tasks as required.
- Chair regular meetings and/or conference calls of the Technical Committees and ensure accurate minutes are kept and distributed.

- Attend GymCan technical meetings on behalf of Gym Sask and relay information back to the organization as required.
- Track appropriate membership status for all athletes attending competitions and events
- Track results and participation numbers for all competitions and other events attended by Gym Sask athletes.

Additional duties as required of the position may be assigned to support the organization's evolving needs.

Hours of Work

The Program Coordinator position is a contracted position, with the contractor defining specific outcomes and tasks.

Location

The Program Coordinator shall complete their work at a time and a place of their own choosing.

Compensation

The Program Coordinator's remuneration shall be $750 per month, payable on the last day of each month. There are no benefits provided with this contract.

Terms of Agreement

The term for the Program Coordinator position is for one calendar year ending on August 31, 2026. Performance outputs will be reviewed and evaluated throughout its tenure and thus determine renewal of said agreement.

To apply, please send a copy of your resume and cover letter to info@gymsask.com. We thank all applicants, only those selected for an interview will be contacted.