



1800 8th Ave, Canmore, AB
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Club Manager

Canmore Illusions Gymnastics Club - Canmore, Alberta

Salary: \$65,00 per year

Hours: Full-time, 30 hours per week, hybrid

Term: October 15, 2026 to October 15, 2027 (maternity leave position)

Reports to: Board of Directors, Canmore Illusions Gymnastics Club

Canmore Illusions Gymnastics Club (CIGC) is seeking an experienced, energetic, and strategic Club Manager to lead the day-to-day operations and continued growth of our organization.

This is an executive-level leadership position that offers the opportunity to support the future of gymnastics in Canmore. The successful candidate will provide strategic direction, manage organizational operations, and build strong relationships with our members, community partners, governing bodies, sponsors, and the Town of Canmore.

The ideal candidate is an organized and collaborative leader who is passionate about sport, youth development, community building, and creating a positive environment for athletes, families, and staff.

Reporting directly to the Board of Directors, the Club Manager will be responsible for leadership of CIGC. This role is based on a 30-hour work week and requires flexibility in schedule to accommodate management responsibilities, staff and Board meetings, special events, and other organizational needs. As an executive-level salaried position, the successful candidate will have a hybrid schedule while maintaining a healthy and rewarding work-life balance. This position provides an opportunity to take a leadership role in a well-established community gymnastics organization and contribute directly to the growth and success of athletes, staff, and the broader Bow Valley community.

Key Responsibilities

- Support the Board of Directors by providing advice, information, and operational insight
- Act as the primary interface between the Board and CIGC Staff
- Oversee the day-to-day operations of the Club
- Responsible for onboarding and offboarding of employees with Office Manager
- Support staff development through effective performance management
- Review Health & Safety Committee inspections and follow up on identified concerns
- Oversee equipment and facility maintenance, including planning for equipment amortization

- Collaborate with the Board Treasurer and Finance Committee to develop annual operating budgets
- Manage organizational resources within Board-approved budgets
- Oversee fundraising strategy and implementation
- Represent CIGC in a professional, positive, and consistent manner across all social media channels using CIGC's brand
- Build sessional advertising posters using existing template brands working together with Recreational Director and Office Manager
- Build and maintain strong relationships with athletes, families, staff, community partners, sponsors, and other stakeholders
- Oversee general communications with Club members and families regarding upcoming events, fundraising initiatives and volunteer opportunities
- Program planning hours together with Program Directors

Qualifications & Experience

- Post Secondary education in Business Administration, Human Resources, Non Profit Leadership, Sport and Recreation or a related field
- Minimum 5 years of progressive leadership experience
- Proven expertise working in a sport or community nonprofit organization
- Strong computer and organizational skills
- Passion for working with youth in sport

Benefits

- 3 weeks vacation, paid sick and personal days
- Medical and Dental Insurance Coverage

How to Apply

Interested candidates are invited to submit a resume and cover letter outlining their relevant experience, education and interest in the position.

Application deadline:

Start date: October 15, 2026

Applications can be submitted to: ambra@canmoregymnastics.com

Canmore Illusions Gymnastics Club thanks all applicants for their interest. Only those selected for an interview will be contacted