**Job Title: Gymnastics Head Coach and Program Manager**

Sartell Sapphire Gymnastics  
PO Box 196  
Sartell, MN 56377

**Hours**

30-40 hours/week (variable per season)

**Job Summary**

Sartell Sapphire Gymnastics is looking for an energetic, organized, and communicative person to lead our organization. This individual will be responsible for coaching all levels of teams from junior-level to competition-level, managing all day-to-day operations, and providing excellent customer service and communicating with families as needed.

**Head Coach Job Responsibilities**

* Coaching all levels of teams from junior-level to competition-level
* Preparing training/lesson plans for practices
* Scheduling and attending meets with competition teams
* Hiring, Training and Managing staff
* Scheduling practices, coordinating staff scheduling and completing necessary facility site-tracking
* Providing excellent customer service and communicating with families, coaches, school district and board members as needed
* Attending monthly board meetings
* Determining team rosters
* Scheduling and attending tryouts
* Attending mandatory MAGA meetings
* Communicating and working with our board to better the organization

**Program Manager Job Responsibilities**

* Managing all day-to-day operations
* Providing excellent customer service and communicating with families as needed
* Social Media Marketing
* Assisting with scheduling of classes, staff and facility
* Scheduling and logistics of Prep Exhibition, Summer Parade, Spring Banquet, Parent Meetings, Team Pictures, Halftime Performances
* Organizing home meets (scheduling judges and workers, ordering awards, etc.)
* Distributing and collecting MAGA registration forms and completing required MAGA registration
* Select uniforms and work with apparel coordinator to get these ordered
* Purchase gym supplies as necessary
* Creating competition budget
* Distributing, collecting and maintaining Emergency forms, Code of Conduct forms and medical release forms
* Compiling seasonal competition stats and creating stats booklet
* Creating 8th grade graduation boards for banquet
* Scheduling and organizing equipment resets
* Maintaining and purchasing new equipment in liaison with the board and the high school
* Scheduling and staffing Rec gymnastics classes

**Skills and Expertise**

* Previous experience as a gymnastics head coach or assistant coach
* Effective coaching techniques and skills
* Thorough knowledge of rules, regulations, strategies, and techniques of gymnastics
* Excellent organizational and time-management skills
* Ability to establish working relationships with board members, parents, and gymnasts
* Must enjoy interacting with and teaching children of all ages
* Customer service expertise is a plus
* Must be able to work week nights as the majority of practices are weekday evenings
* Must be able to work weekends to attend meets during the competition season

**About Sartell Sapphires**

Based in Sartell, Minnesota, the Sartell Sapphire program began in the summer of 2000 and is a non-profit organization that is part of the Midwest Amateur Gymnastics Association (MAGA). Currently the program has over eighty gymnasts.

In addition to preparing young gymnasts for high school gymnastics, Sartell Sapphires also empowers girls to learn life skills through physical wellness, self-discipline and teamwork in a positive environment. Learn more at <http://sartellsapphires.com/>

**Interested in Applying?**

Please submit a cover letter with salary requirements and your resume to [sartellsapphiregymnastics@gmail.com](mailto:sartellsapphiregymnastics@gmail.com)