Join Our Team – Head Coach, Rhythmic Gymnastics

Kanata Rhythmic Gymnastics Club (KRSG) in Ottawa, Ontario is looking for a highly motivated full-time Head Coach to join our dedicated and dynamic team.

Over the past decade, KRSG has established a strong presence at the provincial and national levels, nurturing athletes across Provincial, High-Performance, and National Team programs. We are seeking someone with a genuine passion for the sport who enjoys guiding athletes not only in their athletic development but also in their personal growth.

The Head Coach is a senior leadership role within KRSG, reporting to the President of the Board, as supported by the VP Technical. This position combines hands-on coaching with strategic planning and administrative leadership to foster athlete development, mentor coaches, and maintain a strong technical and safe environment.

This role will primarily focus on:

- Contributing to a team-oriented coaching environment**,** fostering growth, mentorship, and a love for rhythmic gymnastics.
- Developing advanced training program athletes, with a focus on provincial and national level athletes.
- Developing pathways and long-term strategies for continuity within club programs.
- Evaluating current programming and coaching and highlighting areas of improvement that support the overall strategic direction.
- Please refer to Appendix A for the full job description.

Why Join KRSG?

- Be part of a well-established club with a 50-year history of excellence.
- Work in a supportive, collaborative environment.
- Develop and guide athletes while maintaining engagement and quality across all levels of the club.

Position Details:

- Full-time: 30–40 hours per week (including in-gym and administrative duties).
- Competitive salary.
- Full benefits.

Required Qualifications:

- Recognized National Federation Rhythmic Gymnastics Certification.
- Strong knowledge of FIG Code of Points, and governing bodies technical regulations.
- Minimum of 5 years experience coaching competitive rhythmic gymnastics.
- Excellent communication, leadership and mentorship skills.
- Vulnerable Sector Police Check completed after January 1, 2026
- Judging experience and certification is considered an asset.

How to Apply:

Interested candidates should send a letter of interest and resume to admin@krsg.org. Applications will be accepted until **December 15, 2026.**. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

Appendix A
Head Coach, Rhythmic Gymnastics - Job Description

Planning & Programming

- Develop and implement annual and daily training programs in collaboration with full and part-time coaches for athletes of varying skill levels, including but not limited to: training groups, training hours, athlete levels, competition calendar, etc.
- Develop, review and modify club coach resources and expectations.
- Plan and host coaching meetings and professional development sessions.
- Provide input to the board for the technical strategic direction of the club.

Coaching

- Conduct practice sessions, drills and choreography for routines.
- Develop yearly training plans for each athlete.
- Regularly monitor and assess each athlete's progress through formal and informal evaluations in collaboration with full and part-time coaches.
- Ensure the safety and well-being of all participants during training and events.
- Foster smooth continuity for athletes leaving the recreational stream and entering the competitive stream.
- Plan and lead Summer, March Break and Winter Camps as required.

Administration & Communication

- Engage with the broader gymnasts community to stay up-to-date on trends, new methodologies and best practices within the coaching and rhythmic gymnastics environment.
- Communicate with a wide variety of members of the community including parents, volunteers and board members.
- Educate and communicate with parents regarding levels, coaching philosophy, skills, hours, schedule, evaluation progress reports, calendar of events, etc.
- Organize and lead year-end review meetings in April/May of each competitive season to review gymnasts goals, performance plans, progress and retention.
- Attend Board of Director meetings as requested and prepare technical program updates as needed.

Supervision & Recruitment

- Promote a supportive, positive team culture emphasizing teamwork, respect and inclusivity. This includes fostering camaraderie and a strong sense of community among gymnasts and coaches, as well as encouraging positive relationships between athletes, parents, and coaches.
- Recruit, mentor and evaluate recreational and competitive coaches.
- Develop recruitment and retention strategies for athletes and coaches.
- Complete performance evaluations for each coach on an annual basis.
- Assign roles and responsibilities to full and part-time coaches as required, including competition attendance and event support.
- Monitor the credentials of coaches and recommend professional development in collaboration with the Club Administrator.

Events

- Participate in Gymnastics Ontario (RG Technical Assembly, AGM, etc.) and Gymnastics Canada events when needed.

- Lead internal club events, with support from the Club Administrator and other coaches, including but not limited to Badge Days, In-House events, Year-End Show and other club-wide events and activities.
- Support hosted events.

Equipment & Facility Management
- Prepare and check facilities to ensure they are suitable for gymnastics activities.
- Work with VP Operations on identifying equipment needs, evaluating condition of equipment and developing a replacement plan if necessary.
- Conduct athlete equipment and apparel orders in collaboration with the Club Administrator on an annual basis.

Financial Management
- Work with the President and VP Finance to prepare a yearly budget for all revenue/expenses for the programs.
- Approve time sheets and expense reports for all coaches.

Marketing
- Assist with club marketing and social media as required in collaboration with the Club Administrator and VP Communications which includes, but is not limited to creating content related to training highlights, events, competition results, or other club activities.