



RIMUTAKA GYMSPORTS

Club Manager Position

Are you a business minded professional with strong financial and leadership skills? Rimutaka GymSports are looking for a passionate enthusiastic person to be both the administrator and club manager to lead their club into the future.

The club has approx. 270 members with a range of classes from preschool and recreation through to high levels of Women's Artistic gymnastics. The club also hosts a number of one-off events such as birthday parties, schools' festivals, recreation and competitive competitions.

We are looking for a highly motivated and professional Club manager with plenty of initiative, and drive to move Rimutaka into the future. In this role you will be applying your passion for sport into a smooth and forward-thinking year as the committee heads into a new strategic process, planning and implementation. You will be working alongside our HR Manager and qualified Lead of women's artistic to build a collaborative and focus team for the club.

Prior experience in a sporting code would be an advantage but no prior gymnastics experience is necessary as you will be fully supported by the HR manager and lead women's artistic as well as a team of coaches and committee.

The Club manager is responsible for:

General operational management:

- Ensure the smooth day to day operations of the club
- Lead and implement the Strategic plan in collaboration with committee and lead staff
- Manage the club in accordance with the club policies and procedures
- Oversee administrative function and process within the club
- Ensure appropriate systems and process are in place

General Management:

- Manage timely reporting for the committee
- Work alongside the HR manager of the club
- Ensure all club policies and procedures are up to date
- Ensure all staff are aware of Club policies and procedures

Club Development

- Implementing the club marketing plan
- Develop annual business plan Developing and maintaining operational budget in collaboration with the club treasurer
- Identifying growth opportunities with Lead coaches of codes

Governance support:

- Provide a clear and accurate monthly report to the committee on the general and financial state of the club
- Identify opportunities or need for funding and assisting with grant applications as required

The position closes on the 3rd of October at 5:00pm, for a full job description please email applicationringym@gmail.com