**Project Manager – Trillium Gymnastics**

At Trillium Gymnastics, our vision is to be the premier gymnastics club for recreational and competitive programs in the Greater Kingston Area. We operate a 12,000 sq. ft. fully equipped gym supported by a viewing area, multi-purpose room, change rooms, public washrooms, and office space. Our gymnastics programs range from kinder gym for toddlers to recreational classes for school age children, through to advanced recreational programs. We also offer pre-competitive and competitive (women) programs.

* We require a project manager to effectively plan and execute a project to update the layout of our facility and increase gym capacity as outlined in a successful Trillium Foundation Grant. Part-time, contract position that will require some physical presence on-site but the ability remotely when possible.

**Project Manager Job Responsibilities:**

* Prepares a comprehensive project plan and manages execution of the plan.
* Meets financial objectives by forecasting requirements, preparing a project budget, scheduling expenditures, and analyzing and communicating variances.
* Liaises with volunteer board and management team on design and layout and performance against project milestones.

**Project Manager Qualifications/Skills:**

* Strong written and verbal communication skills
* Project and process management
* Negotiation skills
* Budget development and tracking
* Mentoring and coaching
* Strong organizational and analytical skills

**Education, Experience, and Licensing Requirements:**

* Bachelor’s degree
* PMP designation required
* At least 5 years project management experience in building construction and renovation
* Proficient with spreadsheet software and project management software
* Familiarity with gymnastics would be an asset

**Timelines and Remuneration**

* 6-month contract - Project to begin in March and end in August
* Value of contract is $21,000

**Please reply by March 8, 2021 to suerhedley215@gmail.com**

Hiring Committee

Trillium Gymnastics

631 Fortune Crescent, Unit 1

Kingston, Ontario

K7P 0L5