



MACKAY GYMNASTICS INCORPORATED

Gymnastics Operations Manager

Location: Mackay Gymnastics, Mackay, Queensland

Position Type: Full time/Part-time

About the Role

Mackay Gymnastics Incorporated (MGI) is seeking an enthusiastic individual to lead the club's general day-to-day operations and to guide the club towards our long-term strategies.

We are looking for an experienced manager that understands how large clubs and community sport operate – know when to step in and provide guidance to our coaches and when to step back and let them excel. You will inspire trust, foster collaboration, fairness and inclusiveness and ensure the club continues to thrive. If you believe in empowering rather than micro-managing, this is the role for you!

As the role progresses, you may have the opportunity to travel, grow, and connect with a vibrant community of clubs, coaches, and athletes both locally and at state, national and international levels. We are willing to offer a flexible work / life balance including working from home opportunities for the right applicant.

Key Responsibilities

As the Club Operations Manager, you will motivate and guide our 30+ staff members toward common goals while leading and delivering further recruitment and training. You will set and monitor staff goals, conduct performance reviews, and facilitate conflict resolution, ensuring clear communication through regular meetings.

In collaboration with the executive committee, you will review and improve operational procedures, establish business and program goals, and work with our coaches on competition schedules and priorities. You will conduct annual training on coaching philosophy and safety protocols, maintain staff certifications, and encourage continuous education. Ensure our venue is a fun, safe, and high-quality environment for athletes of all levels.

You will also revise marketing strategies, implement innovative promotional ideas, and oversee financial operations, including the preparation of budgets and forecasts. With safety being a key consideration of our club, you will work with coaches to ensure all safety procedures, equipment checks, and compliance standards are met and kept up to date.

You will liaise with parents, athletes, and the wider community to maintain and grow membership and engagement with our club to develop gymnastics as the sport of choice for all ages and abilities.

Skills, Qualifications and Requirements:

- Valid Blue Card.
- Valid Driver's Licence.

5 Snow Wright Court, Beaconsfield Q 4740

PO Box 3001, Mackay Qld 4740

ABN: 51 575 806 426

E: admin@mackaygymnastics.org.au

www.mackaygymnastics.org.au



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- Strong organisational and time-management skills with the ability to handle multiple tasks simultaneously in a fast paced and changing environment.
- A problem-solving approach to tackle challenges with creativity, confidence, and a solutions-first mindset.
Ability to work independently and collaboratively in a team environment.
- Empowerment-focused leadership to help create an environment where staff can thrive, providing the right balance of support and autonomy.
- Demonstrated high level communication skills – both written and verbal.
- Proficient with computers and other digital tools (e.g., spreadsheets, communication apps, scheduling software, accounting software).
- Demonstrated experience with understanding and interpreting financial statements and reports.
- Ability to operate at a strategic level whilst maintaining day to day operations.
- Strong stakeholder engagement where you cultivate meaningful relationships within and beyond the Club.

Desirable

- An understanding of gymnastics as a sport.
- An understanding of the dynamics of member-based recreational clubs and working with a management committee.
- A strong knowledge of child safety and protection in youth sport.
- Project management experience - both short and long term.
- Experience with Xero Accounting Software and/or GymManager software.
- Experience with grant writing and other funding applications.
- Experience with event or competition coordination.

Why work with us?

Mackay Gymnastics Inc. prides itself on its strong inclusive community culture and our ability to create a positive and safe environment for athletes, families, staff members and the wider gymnastics community. The philosophy “Gymnastics for All” is embedded in our programs and our coaches are dedicated to sharing their joy of gymnastics and movement with people of all ages and abilities. We currently have over 680 athletes in our membership base and this number has been steadily rising every month.

Our gymnastics facility is the largest and best outside of SE Qld, and we are working towards being the preferred regional venue for high-level gymnastics events (including being an Olympic training venue in 2032).

If you're ready to be a part of the bright future of MGI, we want to hear from you!

Send your cover letter and resume to: president@mackaygymnastics.org.au

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