

SWEET PEAS



## PROGRAM MANAGER

### ABOUT THE ROLE

Bay State Gymnastics Academy is seeking an enthusiastic, experienced leader to manage and grow our Sweet Peas Educational Gymnastics™ program for children ages 6 months to 4 years. In this hands-on leadership role, you will guide a team of instructors, oversee daily operations, and create engaging, developmentally appropriate class experiences. You'll play a key role in shaping a program that builds confidence, coordination, and joy for our youngest athletes.



### PRIMARY RESPONSIBILITIES

- Lead and inspire a team of instructors to deliver consistent, high-quality classes
- Recruit, hire, onboard, and develop coaching staff
- Manage class schedules to ensure full coverage and smooth daily operations
- Track enrollment and optimize class sizes to support program growth
- Build strong relationships with families and confidently address questions or concerns
- Partner with senior leadership to enhance and expand the program



## SCHEDULE REQUIREMENTS

20-30 hours per week

- Monday 8:00a-2:00p
- Wednesday 3:30p-7:00p
- Friday 3:30p-7:00p
- Saturday 7:45a-1:00p
- 5-10 floating hours

## COMPENSATION

Training rate: \$20/hour

Long term rate (experience-based): \$22-30/hour

- SIMPLE IRA plan with up to 3% employer match
- 5 paid vacation days annually
- Accrued sick time
- Access to FMLA benefits
- Gym membership to Dartmouth Total Fitness
- Paid snow days (facility closures)

## QUALIFICATIONS

### REQUIRED

- Strong knowledge of early childhood development (infant through preschool)
- Experience working with children ages 6 months to 4 years
- Prior supervisory or team leadership experience
- Excellent communication and organizational skills
- Ability to thrive in a structured, fast-paced environment
- Demonstrates integrity, reliability, and a collaborative mindset

### PREFERRED

- Background in Early Childhood Education (ECE)
- Experience as a preschool director, childcare supervisor, or program manager
- Gymnastics, tumbling, or movement-based program experience



## WHY BSGA

- Professional, structured work environment
- Supportive ownership and leadership team
- Strong community reputation
- Opportunity to make a meaningful impact in early childhood development
- Potential for long-term growth



## ABOUT US

Bay State Gymnastics Academy is a professional, family-owned organization serving over 1,000 students weekly. We specialize in structured, developmentally appropriate programming focused on safety, confidence-building, and long-term athletic development.

Sweet Peas is a cornerstone program introducing infants, toddlers, and preschoolers to movement, coordination, and foundational motor skills in a nurturing, high-energy environment.



If you are interested, please apply at:  
[www.baystategymnasticsacademy.com/employee-application](http://www.baystategymnasticsacademy.com/employee-application)  
Resumes may be forwarded to:  
[martha@baystategymnasticsacademy.com](mailto:martha@baystategymnasticsacademy.com)