



## **TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY**

145 Pacific Ave. Winnipeg, MB. R3B 2Z6 • Tel: 204-925-5745 • Fax: 204-925-5792  
programs@athleticsmanitoba.com • [execdirector@athleticsmanitoba.com](mailto:execdirector@athleticsmanitoba.com)

### **2016 Summer Student Outreach Coordinator and Office Manager**

Athletics Manitoba, the provincial sport governing body for the sport of Athletics, is seeking a qualified individual to assist in the planning and organization of a number of our summer programs and events.

#### **Job Description/Duties:**

- Act as the main point of contact for all summer staff and communicate regularly with the Executive Director and Programs Manager on the status of ongoing programs
- Manage the outreach schedule for Athletics Manitoba clinics and competitions
- Assist with the preparation for the Manitoba Games and attend the Games as an official
- Assist with Western Canada Challenge (Tri-Province) team management, this includes the possibility of team travel
- Assist with the preparation of all local meets, including entries, meet management, setup and teardown
- Additional office administrative duties, including website content development and database management
- Act as a representative and ambassador of Athletics Manitoba within the community

#### **Qualifications:**

- Registered university student
- Registered member of Athletics Manitoba
- Access to a vehicle
- Available to work weekends
- Strong background in sport of Athletics
- Exceptional time management skills
- Strong ability to work with others in inclusive and meaningful ways
- Critical thinking and adaptive thinking required
- Ability to multitask and function effectively in a self-directed work team

#### **Preferences:**

- Previous meet experience
- Previous coaching experience
- Run, Jump, Throw, Wheel and/or Sport Coach Training

Interested candidates should forward a resume and cover letter to [execdirector@athleticsmanitoba.com](mailto:execdirector@athleticsmanitoba.com). Please indicate the name of the position in your email subject line and cover letter. If not selected for the Coordinator position please indicate if you would like to be considered for one of the outreach positions.

Deadline: Feb 29th, 2016. Successful candidates will be contacted for an interview the week of March 7th, 2016. There are five positions available. One coordinator position and four outreach positions.