



TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

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www.athleticsmanitoba.com

Manager, Canada Summer Games Team

Athletics Manitoba is seeking a volunteer Manager to assist with team preparation and onsite management leading into and at the 2017 Canada Summer Games in Winnipeg, MB, July 27 through August 5, 2017.

Job Description/Duties

- Due to technical package requirements, this position must be filled by a female.
- This position is 100% volunteer, no honorarium will be provided; however, the manager is fully accredited at the games and will receive a walk out uniform and any additional pieces of team clothing/apparel.
- Attend team meetings (there may be as many as 6)
- Attend the selection meet June 23-25, 2017 in Winnipeg
- Attend the Tri Province Meet (Western Canada Challenge) in Winnipeg, July 14-16, 2017 in Winnipeg (there will be specific team management duties assigned for this meet relating to food for athletes throughout the meet and uniform distribution)
- Stay in the athlete's village and be a full member of the team during the first week of the games, July 27 through August 5, 2017
- Working in concert with the head coaches, the Executive Director and summer students, this position is responsible for tracking athlete registration, team communication, uniform distribution and some interaction with the media
- At the games this position works closely with mission staff and coaching staff to support the coaches so they are able to coach. Liaising with media, assisting with results, arranging for box lunches and assisting with poly clinic access are a few of the jobs the manager has during the week of the games.
- Between March and June 22 this position may require up to 5 hours of time per week (in weeks when there are team meetings). From June 23 and August 5 this position may require 3 to 10 hours of time a week outside of the noted weekend events mentioned above.

Qualifications

- Attention to detail
- Organized
- Knowledge of Athletics
- Previous games/sport experience
- The successful candidate will be required to complete a criminal record and vulnerable sector screen

Expressions of interest (letter or email outlining experience and qualifications) can be sent to Donna Harris, Athletics Manitoba Executive Director via email at execdirector@athleticsmanitoba.com. The deadline for applications is Friday, March 10, 2017.

The receipt of all applications will be acknowledged; however, only those who have been selected for interviews will be contacted.