



## TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

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www.athleticsmanitoba.com

### 2017 Summer Outreach Program Coordinator and Office Manager

Athletics Manitoba, the provincial sport governing body for the sport of athletics, Track and Field, Cross Country, and Road Running is seeking a qualified individual to assist with day to day office operations as well as the development and coordination of our Outreach program. There will be 1 Program Coordinator position, however it is dependent on confirmation of funding.

**NOTE:** This position will begin part time in April (work schedule to be coordinated, based on the availability of the selected candidate) and will transition to full time hours in May.

#### Job Description/Duties:

- Act as the main point of contact for all summer staff and communicate regularly with the Executive Director, Programs Manager and Development Manager on the status of ongoing programs
- Manage the outreach schedule for Athletics Manitoba clinics and competitions
- Assist with outreach clinics and competitions as required (some travel may be required)
- Assist with Western Canada Challenge (Tri-Province) team management, this includes attending the meet
- 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 and adaptive thinking required
- Ability to multitask and function effectively in a self-directed work team
- Strong computer skills and experience working with Hytek Meet Manager software

#### 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. All applicants should also indicate in their cover letter if they would like to be considered for one of the Program Facilitator positions if they are not selected as a lead candidate for the Program Coordination position.

Deadline: March 3, 2017.

Successful candidates will be contacted for an interview the week of March 6th, 2017.