



TRACK AND FIELD / ROAD RUNNING / CROSS COUNTRY

145 Pacific Ave. Winnipeg, MB. R3B 2Z6 • Tel: 204-925-5744 • Fax: 204-925-5792

www.athleticsmanitoba.com

Achieving Excellence, Maximizing Potential, Inspiring Participation

Athletics Manitoba is a provincial sport organization that promotes performance excellence, the long-term development of Athletics in Manitoba, and sport for life. We are a volunteer-driven, Athlete-focused, not-for-profit organization that operates under the umbrella of Sport Manitoba. Athletics Manitoba programs are supported and delivered in all regions of Manitoba.

Athletics Manitoba is currently seeking a qualified candidate for the full-time position of **Programs Manager**.

The Program Manager reports to the Executive Director of Athletics Manitoba and works closely with the Provincial Coach and Membership Manager. While this position is multi-faceted, its primary focus is on the development, delivery, and evaluation of Athletics programs throughout the province. The Programs Manager is responsible for developing and implementing the technical programs associated with coach development, official's development, and athlete development. They are also responsible for coordinating the execution of Athletics Manitoba annual events.

The successful candidate will be an enthusiastic individual, with a strong passion for competitive sport and sport for life. Due to the nature of the work involved, the ideal candidate will be extremely detail oriented, eager to learn and understand the importance of Long Term Athlete Development and Sport for Life principles as they relate to the sport of Athletics.

Position details:

- Proposed start date: December 7th, 2020
- Salary range: \$38,000 – \$45,000 per annum based on experience and qualifications
- Benefits: position includes a comprehensive benefits package.

Qualifications:

- Minimum of a bachelor's degree in Kinesiology, Recreation Management or related degree, or an equivalent combination of training and experience.
- Demonstrated ability in sport program development, administration, and delivery.

Preferences:

- Three-Five years of work experience, including project/event management experience with clear evidence of time management skills.
- Experience working with diverse populations is an asset.
- Good technical knowledge of Athletics, (Track and Field, Cross Country and Road Running) and the Athletics Canada sport system.
- Understanding of the Provincial and National sport systems.
- Familiarity with the National Coaches Certification Program is an asset.



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Competencies and Skills:

- Strong interpersonal and relationship management skills and the ability to communicate effectively with all members of the association while maintaining and representing the official “voice” of Athletics Manitoba.
- Organizational skills, record keeping, and planning are essential.
- The ability to analyze situations, effectively determine the required course of action and act as needed.
- The ability to maintain a rational and objective demeanor when faced with stressful or emotional situations.
- Creative thinking and the ability to make improvements or solve problems.
- Willingness to learn and understand the needs of the Athletics community.
- The ability to manage multiple programs at a time and the willingness to adapt to changing environments and assignments as required.
 - Must be highly self-motivated and able to work well independently.
 - Must also be able to work collaboratively within a team environment.
- Computer Literacy, including proficiency in Microsoft Office applications (Word, Excel and PowerPoint) and website content management.
- Written and verbal communication skills, presentation skills.

Other requirements:

- Available to work some weekends and evenings, and willingness to travel (Provincially) as needed.
- Must be willing to work based out of Winnipeg, Manitoba.
- Must submit a Criminal Record Check and Child Abuse Registry Check

Interested candidates are asked to please submit a cover letter telling us about yourself and your interest in the position along with a resume to Alanna Boudreau (Executive Director) at execdirector@athleticsmanitoba.com.

Deadline: November 22, 2020

We thank all applicants in advance for their interest but only those selected for an interview will be contacted.

Athletics Manitoba would like to recognize the privilege of operating the business of our Association on the original lands of the Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

We want people of all gender identities, abilities, ages, cultures, and sexualities to feel welcome in our spaces and to participate in our programs.

We have taken the Responsible Coaching Movement Pledge and we are continually working to operate and develop our association, in accordance with the True Sport Principles.

We prioritize the values of Safe Sport, Respect, Inclusivity, Transparency, Integrity, Innovation and Mutual Support.