



# MANITOBA ABORIGINAL SPORTS & RECREATION COUNCIL INC. (MASRC)

## Sports Equipment Warehouse Associate

This position will stay open until a suitable candidate is selected and will start as soon as possible.

### Position Description:

This position is key in the daily operations of our sports equipment warehouse program. The sports equipment warehouse serves the greater sports community across our province, and sports equipment distributed through this program assists in the grassroots development of athletes across Manitoba.

In this position, the Sports Equipment Warehouse Associate will work with other MASRC staff to ensure the timely execution of equipment requests and basic maintenance of the equipment warehouse. The Sports Equipment Warehouse Associate will also report directly to the Executive Director.

### Responsibilities:

- Sort donated equipment carefully and expeditiously.
- Coordinate incoming equipment donations and outgoing equipment requests in a timely manner.
- Follow proper safety practices, including waste management and recycling as required.
- Maintain high standards of cleanliness and demonstrate exemplary organization in the equipment warehouse.
- Follow MASRC standards of reporting for equipment distribution.
- Work with MASRC staff in other departments to ensure there is adequate equipment for in-house operations.

### The ideal candidate will:

- Be willing and able to lift over 20 pounds.
- Have a valid 5F license and can provide a clean driver's abstract.
- A current criminal record check including vulnerable sector.
- Show unwavering commitment to keeping their workspace clean and well-organized.
- Be willing to work independently or in a team environment as required.
- Have experience with various sports, including a general understanding of the different equipment that each sport uses.
- Have experience working in warehouse distribution.

**The Sports Equipment Warehouse Associate position is hourly and includes benefits. Starting wage is \$20.00. Workdays are typically Monday to Friday and may include some weekends and evenings for a total 35 hours per week.**

To apply, please email your cover letter and resume to [mel.whitesell@masrc.com](mailto:mel.whitesell@masrc.com). Qualified applicants who identify as Indigenous (First Nations, Inuit, and Red River Metis) will be given preference. We appreciate all applications, but we will only contact those who are selected for an interview.

For more information about the MASRC, please visit [www.masrc.com](http://www.masrc.com).