



MANITOBA BADMINTON ASSOCIATION
323-145 Pacific Ave
Winnipeg, Manitoba R3B 2Z6
email to: melanie@badminton.mb.ca

EMPLOYMENT OPPORTUNITY

TECHNICAL DEVELOPMENT & PROGRAMS ASSISTANT

The Manitoba Badminton Association (MBA) is a non-profit Provincial Sport Organization (PSO) under Sport Manitoba that promotes services, offers programming, and provides structure to badminton in Manitoba. Our mandate is to promote badminton as a sport for life and encourage the growth of athletes, coaches, and officials throughout Manitoba, while creating a community that is supportive, inclusive, competitive, and encouraging.

The Manitoba Badminton Association is looking for an enthusiastic, hard-working, and committed individual to take on the new Technical Development and Programs Assistant role within the organization. The position will go to an individual who is engaged, organized, and able to develop and lead projects. All applicants should be clear and effective communicators with excellent organizational skills, as the position will require collaboration and follow-through with administrators, coaches, officials, club leaders, and athlete members. The candidates should be able to work both independently and within a team. Fluency in a language (or languages) other than English is considered an asset.

DUTIES & RESPONSIBILITIES INCLUDE:

- assist in development of new technical development strategy
- lead implementation of technical development strategy, while ensuring its alignment with the MBA's strategic priorities
- assist in planning and coordination of events, including (but not limited to): tournaments, camps, and clinics
- establish and maintain strong relationships with coaches and officials throughout the province, providing support and resources as they further their training
- assist in creation of resource materials and supports for coaches, officials, and programs as needed
- lead outreach efforts to schools and clubs, scheduling exhibitions, clinics, and community programs
- other responsibilities as assigned

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- experience in a sport leadership position required
- exceptional organizational skills required
- exceptional communication skills (oral and written) required
- history of community involvement required
- ability to work with various computer programs and software (incl. MS Office Suite) required
- post-secondary training in Kinesiology, Rec Management, Education, or other pertinent fields an asset
- experience working in collaboration with coaches and/or officials an asset
- NCCP training or certification and experience with The Locker is an asset
- Respect in Sport Certification required (must be completed prior to position start date). Upon hiring, the candidate must submit and pass a criminal record check and a child abuse registry check.
- valid driver's license and access to a vehicle required

POSITION DETAILS

START DATE: June 21st, 2021 (flexible) with a 3-month probationary period

- This is a 30 hours/week salaried position. The position is, however, seasonal in nature and hours and demand may fluctuate throughout the competitive season. Compensation will be based on qualifications and experience.
- Potential candidates are asked to recognize that the position will, on occasion, require travel to all parts of Manitoba, as well as a schedule that allows day, evening, and weekend work.

HOW TO APPLY

Please email a cover letter, resume, and 3 professional references to:

Mélanie Curé, Executive Director
melanie@badminton.mb.ca

APPLICATION DEADLINE: Friday, June 4th, 2021

VIRTUAL INTERVIEWS: June 8th to June 11th, 2021

The MBA recognizes the importance of building a leadership team reflective of the community we serve. We encourage all qualified individuals to apply and invite women, racialized persons, Indigenous peoples, persons with disabilities, and 2SLGBTQ+ persons to voluntarily self-declare in their cover letter or resumé.

While all qualified candidates will be considered, Canadian citizens and residents will be given priority.