



EMPLOYMENT OPPORTUNITY

ADMINISTRATION & PROGRAMS ASSISTANT (SEASONAL)

The Manitoba Badminton Association Summer Camps offer an exciting, dynamic and quality learning experience for youth as a result of quality leadership. We are looking to fill four to six positions for full-time spring/summer employment, including a full- and part-time Administration & Programs Assistant.

The position(s) will go to leaders who are committed, flexible, and able to take on a variety of roles. All applicants should be clear communicators with excellent organizational skills. The candidates should be able to work both independently and within a team. French-English bilingualism or fluency in other languages is an asset.

DUTIES & RESPONSIBILITIES INCLUDE:

- advertising and promotion of summer camps; assisting with material production
- planning and implementation of programming
- booking and scheduling of clinics, mini-camps, and other events)
- communication with members, athletes, administrators, and other contacts
- assist with event planning, set-up, and take-down
- other responsibilities as assigned

EDUCATION, EXPERIENCE, AND SKILLS REQUIRED:

- excellent organizational skills required
- exceptional communication skills (oral and written) required
- skilled and comfortable with various computer programs, including MS Office Suite and Google Suite
- Respect in Sport Certified (must be completed prior to position start date)
- experience in a leadership position is an asset
- knowledge of badminton and the Manitoba badminton community preferred but not required
- access to a vehicle is an asset

POSITION DETAILS

- Compensation will be dependent on education, skills and experience.

POSITION START DATE: May 16th, 2022 (flexible)

POSITION END DATE: August 26th or September 2nd, 2022 (flexible)

* *Some restrictions apply due to grant requirements:*

- *Some positions will be reserved for students intending to return to school full-time in the fall.*
- *Some positions will be reserved for individuals between the ages of 17 and 29.*

HOW TO APPLY

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

Mélanie Curé

melanie@badminton.mb.ca

APPLICATION DEADLINE: Monday, April 27th, 2022

Upon hiring, the candidate must submit and pass a criminal record check and a child abuse registry check.

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