



**Ringette Manitoba
Term Position
Player Development Coordinator – Application Deadline Extended**

Job Description

Ringette Manitoba requires a Player Development Coordinator for this **twelve month term position**. The successful candidate will be responsible for the management and administration (including finances) of Ringette Manitoba's player development programs. The Player Development Coordinator reports directly to the Executive Director while working closely with the Directors of Player Development and Rural/Urban Development.

Duties

Player Development

- Responsible with the Director of Player Development for the Ringette 4U program-including but not limited to lesson plans, instructor handbooks, game play design, budgets for the program, other.
- Responsible with the Director of Player Development for the Instructor program- identification, recruitment, training and evaluation of instructors for – Ringskate, R4U camp, Winkler, Come Try Ringette and Ringette 4U program.
- Responsible for Intro 2 Ringette, Academy, Gym Ringette.
- Responsible with the Director of Player Development, implements all aspects of organizing clinics, camps, summer programs and all other player development programs as required.
- Develops budgets for all player development programs.

Qualifications and Experience:

- Program Development skills.
- Strong organizational and inter-personal/communication skills, ability to multi-task.
- Leadership qualities and ability to work effectively with volunteers.
- Can work independently, is a self-starter and self-motivated.
- Knowledge of Ringette is essential, knowledge of LTAD/CS4L would be an asset.
- Competency in Word, Excel and Access is a requirement.

Length of Employment:

- One year term position, salary to be negotiated based on skills and experience.
- Hours of work – thirty-five (35) hours per week (7 hours a day, 5 days a week). Flexibility in work hours would be considered.

Interested applicants are invited to send a cover letter and curriculum vitae to edringette@sportmanitoba.ca by 4 p.m. Tuesday November 8, 2016.

Prior applicants need not apply. We thank all interested applicants but only selected candidates will be contacted.