



# Job Posting: Coaching and Officials Coordinator

**Organization:** Football Manitoba

**Location:** Winnipeg, MB (Hybrid work environment)

**Hours:** Full-Time (37.5 hrs/week)

**Reports To:** Executive Director

## About Football Manitoba

Football Manitoba is the provincial sport governing body responsible for the development and delivery of amateur football across Manitoba. We support coaches, officials, associations and athletes, and work collaboratively with Football Canada and other partners to grow the sport at all levels.

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## Position Summary

The **Coaching and Officials Coordinator** will lead the planning, development, implementation, and evaluation of coaching and officiating programming across Manitoba. This role ensures high-quality education, recruitment, retention and support systems for coaches and officials, aligning with Football Manitoba's strategic goals and Football Canada's frameworks.

You will work closely with local clubs, member associations, volunteers, and key stakeholders to foster a positive and effective learning environment for coaches and officials throughout the province.

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## Key Responsibilities

### Coaching Program Development

- Lead the planning, delivery, and administration of coach education and certification in alignment with Football Canada and NCCP frameworks.
- Develop coaching resources, tools, and curriculum to support coaches at all skill levels.
- Coordinate and promote coach education clinics, workshops, and mentorship opportunities.
- Maintain accurate coach records, certification statuses and reporting.

## **Officials Program Delivery**

- Develop and implement officials' recruitment and retention initiatives.
- Organize officials' training clinics, evaluations and rules workshops.
- Support the scheduling and assignment process for officials at provincial events.
- Maintain continual communication and engagement with the provincial officials' network.

## **Stakeholder Engagement**

- Build and sustain strong relationships with member clubs, associations and Football Canada.
- Serve as a primary point of contact for coaching and officiating inquiries and support.
- Work with volunteers, instructors, and partners to enhance program delivery and outcomes.

## **Administrative & Operational Support**

- Develop and manage budgets for coaching and officials programming.
- Track and report key metrics for program evaluation and funding purposes.
- Ensure programs adhere to governance, safe sport and equity, diversity & inclusion principles.

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## **Qualifications**

- Post-secondary education in Sport Administration, Recreation, Education, or related field (or equivalent experience).
- Experience in coach or official development programming within sport organizations.
- Knowledge of Canadian sport system structures, NCCP framework and officials training pathways an asset.
- Excellent organizational, communication and interpersonal skills.
- Ability to work independently, manage multiple tasks and meet deadlines.
- Strong commitment to inclusive sport environments and positive participant experiences.

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## **What We Offer**

- A dynamic role contributing to the growth of football in Manitoba.
- Supportive workplace with opportunities for professional development.
- Competitive salary and benefits package (to be discussed).
- Flexible work arrangements with some travel to events and clinics.

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## **Application Instructions**

Please submit your **resume, cover letter and three references** to:

 [executive.director@footballmanitoba.com](mailto:executive.director@footballmanitoba.com)

**Subject Line:** *Coaching and Officials Coordinator Application*

**Application Deadline:** February 22<sup>nd</sup>, 2026

We thank all applicants for their interest; however, only those selected for interviews will be contacted.