



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

<b>JOB TITLE:</b>	Coach Development Coordinator
<b>REPORTS TO:</b>	Major Games Manager
<b>LOCATION:</b>	MASRC Locations
<b>HOURS OF WORK:</b>	Part-time (15-20 hours per week)

### PURPOSE

The Coach Development Coordinator supports the recruitment, development, and mentorship of Indigenous coaches and officials participating in the Manitoba Aboriginal Sports & Recreation Council's programs and events.

### POSITION SUMMARY

Working under the supervision of the Major Games Manager and in collaboration with the Executive Director, this role coordinates coach development initiatives, the Aboriginal Coaching Modules (ACM), National Coaching Certification Program (NCCP) training opportunities, and leadership programming for Indigenous coaches across Manitoba.

### KEY RESPONSIBILITIES

1. Support the development of personalized coach development plans aligned with NCCP guidelines.
2. Distribute information regarding upcoming NCCP training opportunities to coaches.
3. Conduct regular check-ins with coaches to support their development.
4. Track coach progress and provide performance data for annual coaching award nominations.
5. Participate in monthly coaching calls organized by the Aboriginal Sport Circle (ASC).
6. Assist with tracking and administering the approved budget for coach training courses.
7. Coordinate the delivery of the Aboriginal Coaching Module (ACM).
8. Coordinate or support up to two leadership seminars/forums annually.
9. Coordinate and support delivery of up to four topic-specific workshops annually.
10. Facilitate bi-monthly coach sharing circles, potentially held virtually.
11. Support the development of sport officials.
12. Work with the Communications Coordinator to support the monthly Community Champion recognition program.
13. Assist in the selection of coaches and leadership personnel for the MASRC's competitions.
14. Assist with maintaining and updating coaching staff documentation and records.





## EDUCATION, EXPERIENCE AND QUALIFICATIONS

1. Post-secondary education in Sport Management, Kinesiology, Recreation, Indigenous Studies, or a related field preferred.
2. Experience working with coaches, sport programs, leadership development, or Indigenous community initiatives preferred.
3. Understanding of Safe Sport, the National Coaching Certification Program (NCCP), and major sporting events considered assets.
4. Demonstrated commitment to advancing Indigenous health, wellness, and community development through sport and recreation.
5. Strong organizational, communication, and facilitation skills.
6. Proficiency in Microsoft Office and basic database or data management systems.
7. Experience with program administration, reporting, and basic budget management considered an asset.
8. Ability to work occasional evenings or weekends and travel throughout Manitoba as required.
9. First Aid/CPR certification (or willingness to obtain), a valid Class 5 driver's licence, Respect in Sport certification, and successful completion of a Criminal Record Check with Vulnerable Sector Screening and Child Abuse Registry Check upon hire.

Interested candidates are encouraged to submit their resumes and a cover letter outlining their qualifications and experience to HR Consultant, Marie Murdock at [aaniin@mariemurdock.ca](mailto:aaniin@mariemurdock.ca). The position will remain open until filled.

*The MASRC is an equal opportunity employer and encourages applications from Indigenous individuals.*



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