



Technical Coordinator – Contract Position (Term)

The Manitoba Gymnastics Association (MGA) is seeking a Technical Coordinator for a Contract Position to run for the Term of June 15th through to October 7th, 2022. The role will require approximately 20-25 hours per week. Compensation will be based on experience.

Duties and Responsibilities

- Report to the MGA President
- Monitor MGA correspondence and Direct any Safesport concerns, complaints, and inquiries to the MGA Management Committee
- Manage preparations for the Annual MGA Awards Event
- Attend Gymcan/Interprovincial Technical Meetings (Coach Education, WAG, MAG, T&T, Gymnastics for All) and Operations Council and provide post-reports as required
- Attend to day-to-day emails related to Coach Education, WAG, MAG, T&T, Gymnastics for All
- Coordinate and manage on-going NCCP courses
- Begin preparations for Fall/Winter NCCP courses
- Organize Officials Development courses for Fall 2022
- Manage final preparations for Summer Athlete/Coach Camps and prepare post-reports for applicable grants
- Administer MGA Kidsport Matching Fund and Rural Equipment Fund
- Fulfill Uplifter product orders
- Update MGA Website as required

Qualifications

- An undergraduate degree or college diploma in Sport Administration, equivalent education or experience will be considered
- A level of understanding of sport and recreation programming for children/youth activity
- Experience in the sport of Gymnastics considered a significant asset
- Willingness to complete a Criminal Record Check and Child Abuse Registry (Cost will be governed by MGA)
- Certified in Respect in Sport, or willingness to become certified prior to position start date
- Understanding of the Technical Structure of the MGA program and committee considered an asset
- Must possess strong written and verbal communication skills
- Ability to independently manage time and deadlines
- Ability to manage conflict

If interested in the role, please submit a resume and cover letter with your qualifications to Karly Miller (mga.kmiller@sportmanitoba.ca) by Friday, April 15th noon. Select candidates will be contact for an interview.