

Program Coordinator Job Posting



Racquetball Manitoba is seeking a motivated and organized **Part-Time Program Coordinator** to support the growth and delivery of racquetball programs across the province. This is an exciting opportunity for someone passionate about sport development, event coordination, and community engagement.

Position Overview:

The Program Coordinator will work closely with the Executive Director, Board of Directors, and volunteers to ensure the effective implementation of all programs, projects, and initiatives that align with Racquetball Manitoba's strategic goals.

Key Responsibilities:

- Serve as a resource to the Executive Director, Board, and volunteers in implementing Association policies, activities, and programming.
- Promote the sport of racquetball throughout the province in schools, clubs, and communities.
- Provide information and support to facilities and regions offering racquetball programming.
- Organize and deliver key annual events: the Manitoba Open, Keystone Classic, and Provincial Championships.
- Oversee racquetball leagues at all participating facilities.
- Manage and coordinate all junior programming across Manitoba.
- Recruit and engage junior participants to help grow youth involvement in the sport.
- Manage Junior Provincial Team program.
- Assist the Executive Director in preparing required reports for Sport Manitoba.

Qualifications:

- Undergraduate degree in Kinesiology/Sport Management or a related field is considered an asset.
- Experience in the sport of racquetball is ideal but not required.
- NCCP Trained Community Coach (Racquetball) certification or willingness to obtain it within a reasonable timeframe.
- Respect in Sport Certification or willingness to obtain it within a reasonable timeframe.
- Strong organizational and communication skills.
- Ability to work independently and as part of a team.
- Flexibility to work evenings and weekends as required.
- Access to transportation for occasional travel within Manitoba.

Position Details:

- Start Date: September 15, 2025
- Type: Part-time
- Hours: 15 hours per week
- Wage: \$21 per hour
- Location: Combination of remote work and in-person responsibilities across Manitoba

Racquetball Manitoba is committed to building a skilled and diverse workforce that reflects the diversity of the population we serve. We promote employment equity and encourage applications from women, Indigenous Peoples, persons with disabilities, and members of visible minorities.

To Apply:

Please send your resume and a brief cover letter outlining your interest and relevant experience to racquetball@sportmanitoba.ca by August 22, 2025.