Job Title: Membership Coordinator

Reports to: Executive Director
Location: Winnipeg, Manitoba
Position Type: Full-Time

Position Overview

The Membership Coordinator plays a key role in supporting the administration, delivery, and promotion of Volleyball Manitoba's indoor programs and events. This position is responsible for managing membership and screening processes, assisting with registration systems, maintaining accurate records, and supporting the planning and execution of Volleyball Manitoba's Premier and Provincial tournaments. The ideal candidate is highly organized, detail-oriented, and passionate about sport development in Manitoba.

Key Responsibilities

Membership Administration

- Oversee membership registration processes for athletes, coaches, and clubs.
- Provide ongoing support and customer service to members and clubs regarding registration, policies, and procedures.
- Manage screening and certification tracking to ensure compliance with Safe Sport requirements.
- Maintain accurate and up-to-date member records in Volleyball Manitoba's database and custom software systems.

Safe Sport & Screening

- Administer the screening and certification process for all members, ensuring compliance with Volleyball Manitoba's Safe Sport standards.
- Communicate regularly with members and clubs regarding screening requirements and deadlines.
- Maintain organized and confidential records related to Safe Sport compliance.

Website & Communications

- Regularly update relevant website pages to ensure accurate and current information on membership, programs, and events.
- Assist in developing clear communications to promote Volleyball Manitoba programs and initiatives.

Competitions & Programs

- Assist in organizing and executing Volleyball Manitoba's Premier and Provincial tournaments.
- Support the delivery of indoor programs and events, including logistics, registration, and on-site coordination.
- Help manage the Club Volleyball Indoor Competitions Program and support event scheduling, registration, and communications.
- Represent Volleyball Manitoba as an ambassador at events, maintaining positive relationships with members, clubs, and partners.

Administration & Financial Support

- Maintain accurate records and assist with financial tracking related to membership and competition programs.
- Support the management of invoices, payments, and reconciliations for registration and event-related expenses.
- Contribute to general office operations and administrative duties as required.

Qualifications

- **Education:** Post-secondary education in Business Administration, Sport Administration, or a related field.
- **Experience:**
    - 2–3 years of experience in administration or sport administration.
    - Strong customer service skills with the ability to manage complex or sensitive situations and support members with varying levels of experience and need.
- **Technical Skills:**
    - Proficient in Microsoft Office Suite (Word, Excel, Outlook).
    - Experience using Adobe Acrobat and a willingness to learn custom software systems.
    - Strong organizational skills with attention to accuracy and detail.
- **Other Skills:**
    - Excellent communication and interpersonal skills.
    - Ability to work effectively in a team environment, recognizing that all positions are interconnected.
    - Ability to manage multiple priorities and meet deadlines in a dynamic work environment.
    - Experience in financial record keeping is considered an asset.
    - Knowledge of volleyball or prior experience working in sport is an asset.

Additional Information

This position requires occasional evening and weekend work to support Volleyball Manitoba events and tournaments.

To Apply:

If you thrive in a fast paced, consensus driven, results orientated environment – if you think this position may have potential form you – please send your:

1. Cover letter
2. Resume

In your cover letter, please (briefly) outline the following three items:

- Relevant work experience
- Based on your qualifications, why you are a good match for this role
- Your (ballpark) remuneration needs

If you do not provide a cover letter, your resume will not be read.

Please submit your cover letter, résumé, and salary expectations via email no later than Friday, November 21, 2025 (or until the position is filled) to the attention of:

Volleyball Manitoba Selection Committee - Membership Coordinator
Care, of the Executive Director at volleyball.ed@sportmanitoba.ca

Applications will be accepted until Friday, November 21, 2025, or until the position has been filled, whichever comes first.

We would like to thank all applicants in advance for their interest in us. We will be contacting the most suitable candidates by email.

We encourage diversity and look forward to applications from all qualified individuals. All applicants must be able to work in Canada.