

# Term Program Manager

**Location:** Winnipeg, Manitoba

**Reports to:** Executive Director, Volleyball Manitoba

**Position Type:** Term (Maternity Leave Replacement)

**Salary:** \$50,000/year

## Overview

Volleyball Manitoba is seeking a highly organized and proactive Program Manager to oversee the planning, coordination, and administration of the High-Performance Volleyball and Team Manitoba programs and services. This role is responsible for ensuring the smooth execution of operations, supporting key initiatives, and working collaboratively with staff, volunteers, and stakeholders.

## Key Responsibilities

### 1. Provincial Performance & Team Manitoba Leadership

- Lead the planning, coordination, and delivery of all Team Manitoba indoor and beach programs
- Oversee the Provincial Performance pathway, ensuring alignment with Volleyball Canada's Long-Term Development Model
- Establish annual objectives, timelines, and program standards across all stages of athlete and coach development
- Coordinate athlete identification, selection processes, and program evaluation
- Provide operational and logistical leadership at major events (e.g., Canada Cup), in collaboration with technical staff
- Support coaches and athletes within the Learn to Compete and Train to Compete stages

### 2. Coaching & Development Systems

- Coordinate and administer NCCP delivery in partnership with Volleyball Canada, Sport Manitoba, and the Coaches Association of Canada
- Support the training, evaluation, and tracking of coaches, Learning Facilitators, and Evaluators in Manitoba
- Contribute to the development and delivery of coach education opportunities, workshops, and resources
- Provide guidance and support to community and club programs to strengthen coach and athlete development

### **3. Program Management & Operations**

- Lead program planning, scheduling, and execution across high performance and designated Volleyball Manitoba programs
- Manage registration systems, timelines, communications, and logistics for Team Manitoba and related initiatives
- Oversee budget tracking, grant applications, and reporting requirements tied to performance programming
- Maintain and improve internal systems, workflows, and administrative processes
- Provide operational leadership for events, camps, and competitions

### **4. Stakeholder Relations & Governance**

- Act as a key liaison with coaches, clubs, athletes, committees, and partner organizations
- Collaborate with Sport Manitoba, Volleyball Canada, and other partners to align programming and priorities
- Serve as staff lead for Coaching Development and Provincial Performance committees
- Support committee operations including meeting coordination, documentation, and follow-up

### **5. Organizational Support**

- Contribute to broader Volleyball Manitoba initiatives and events
- Work collaboratively with staff to support organizational priorities and strategic goals
- Demonstrate strong leadership, professionalism, and accountability in all areas of work

### **Qualifications**

- 3–5 years experience in an administrative, program management, or operations role
- Proven ability to manage multiple priorities and projects simultaneously
- Strong organizational, problem-solving, and attention to detail skills
- Experience working both independently and with senior leadership/authority figures
- Demonstrated success working in a collaborative, team-based environment
- Proficiency with office software and ability to learn new systems quickly
- Experience in sport or non-profit sector considered an asset

## **Administration & Operations Strengths**

- Program coordination and logistics management
- Financial tracking, budgeting support, and reporting
- Stakeholder communication and relationship management
- Process improvement and organizational efficiency

## **Additional Requirements**

- Willingness to work evenings/weekends during peak periods
- Attendance at key events (Provincials, Grad All-Star, etc.)
- Valid Criminal Record Check and Child Abuse Registry Check