



## **Athletics Nova Scotia Program Manager**

### General Description

Reporting to the Executive Director, the Manager's responsibilities include overseeing the membership building activities of the Association's while supporting all programs and events.

### Skills and Qualifications

- Project management experience is required; Minimum 2-3 years experience in track and field programs with strong computer literacy skills is mandatory
- Excellent communication and relationship building skills
- Ability to develop multiple project plans and execute on time and on budget
- Motivated self-starter with excellent communication (written, verbal & presentation skills), time management, problem solving and interpersonal skills
- Experience in working with volunteers and professionals
- Technical knowledge of track and field, cross country running, and road racing is an asset.

### Duties and Responsibilities

The Coordinator has the following responsibilities:

- Plans and delivers current activities and projects to grow the membership of Athletics NS
- Coordinates the Association's School/Recreation Sport Outreach Programs and the RJTW Program
- Plans and delivers outreach workshops to various user groups
- Works with the Executive Director to ensure that programs under the Coordinators supervision meet budgetary outlines& expectations
- Assists in the development of new programs that grow participation and awareness in our sport
- And further duties and responsibilities as assigned by the Executive Director

This position requires a responsible, energetic individual capable of working as part of a team. Extensive weekend work and local travel (access to reliable transportation on an as needed basis) within Nova Scotia will be required with time taken off during the week. Must be a returning student in 2018.

The salary for this position is \$15.00 per hour for 35 hours per week. Term TBC – based on approved funding from Service Canada. Please send cover and letter to [athletics@sportnovascotia.ca](mailto:athletics@sportnovascotia.ca) by 4pm April 23.