



## Manitoba Organization of Disc Sports

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### Position Description

**Position Title:** Program Manager, (Full Time)  
Manitoba Organization of Disc Sports (MODS)

**Date Posted:** May 2023

#### **Summary**

The Program Manager is a support position with a specific focus on supporting MODS programming and day-to-day operations. The Program Manager reports to the Director of Business and Sport Development (BSD).

#### **Duties and Responsibilities**

##### **Program Management**

- Coordinate all MODS programs and events (including indoor & outdoor programs, adult and youth) to ensure that they are being run effectively.
- Promote, monitor, and report on Spirit of the Game.

##### **Administration**

- Deliver monthly reports on league operations and membership to the BSD.
- Serve as a resource for the Board of Directors and all MODS members.
- Assist with report preparation for Annual General Meeting, Sport Manitoba, and other relevant funding/grants.
- Actively contribute to strategic and operational planning.

##### **Volunteer Management**

- Maintain an active volunteer database.
- Recruit, coordinate, and train volunteers for MODS events, activities, and leagues.

##### **Communication**

- Respond to member and stakeholder inquiries.
- Champion the implementation of a new MODS communication plan. Prepare the monthly newsletter.
- Ensure the website accurately reflects league activities, schedules, registrations, and results.

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145 Pacific Ave. Winnipeg, MB R3B 2Z6 Ph. 204.925.5665 [www.mods.mb.ca](http://www.mods.mb.ca)



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### Qualifications, Skills and Experience:

- Training or education in sport administration or equivalent work/volunteer experience.
- Excellent communication and interpersonal skills, with the ability to build and maintain relationships with stakeholders at all levels.
- Strong time management skills with the ability to set priorities, multi-task and meet deadlines.
- Strong organizational management skills.
- Thorough understanding of operating and scheduling leagues, programs, and tournaments.
- Proven ability to work within a team environment with staff and volunteers, along with the ability to work independently.
- Proficiency in MS Office, scheduling and website applications.
- Experience and knowledge in playing disc sports including ultimate frisbee is an asset.
- Experience with not-for-profit organizations such as local, provincial, or national sport organizations is an asset.

### Other Requirements:

- Available to work evenings and weekends as required.
- A class 5 driver's license and access to a reliable vehicle.
- Satisfactorily complete a Criminal Record Check and Child Abuse Registry Check.

### Salary:

- \$35,000- \$45,000 annually

Please forward your cover letter and resume to: [bsddirector@mods.mb.ca](mailto:bsddirector@mods.mb.ca)

### Application Deadline:

The position will remain open until filled, interviews will be scheduled as resumes are received.