



MENNONITE BROTHERS COLLEGIATE INSTITUTE

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MBCI Athletic Program Coordinator – Full Time **Beginning August 2023**

MBCI has an opportunity for a qualified person to take on the role of Athletic Coordinator. MBCI is a Christ-centered middle and secondary school equipping students to learn, love, and to engage with the world.

Applicants for this position should:

- Be committed to Christian Education rooted in Anabaptist teachings.
- Demonstrate skill in conflict transformation, project management, and problem solving within a team.
- Demonstrate a passion for athletics and a strong desire to create a positive and engaging environment for students.
- Value collaboration with teachers and school leadership.

Duties and Responsibilities:

- Oversee and manage all athletic programs, including scheduling, transportation, ensuring compliance with rules and regulations, and budgeting.
- Recruit, orient, and supervise coaches, athletic staff, and team managers who share MBCI's vision and mission and support the integration of these values into coaching and mentoring.
- Communicate effectively with parents, students, and staff on program details and events and conduct pre-season meetings for coaching staff, parents, volunteers and students regarding the expectations of MBCI's athletics program.
- Develop and implement policies and procedures including the coaching manual, safety protocols and emergency action plans.
- Ensure that all equipment and facilities are maintained and in good working condition.
- In collaboration with the school leadership and staff, implement the school's strategic plan for the growth and expansion of our athletic programs, including new sports offerings and community partnerships.
- Assist in the coordination and execution of athletic events, including home games and tournaments.
- Coordination with MBCI Communication department for media promotions of MBCI's athletics program, game day experiences and website.

Qualifications:

- A Christian person with active church involvement.
- Ability to work evenings and weekends as necessary; hours to be determined as reflected by program needs.
- Bachelor's degree or Certificate in physical education, sports management, or related field.
- Experience in coaching, athletic administration, or related field required.
- CPR or First Aid training and/or willingness to train in this area.
- Willingness to obtain a class 4 license.

Interested applicants should submit a resume and statement of faith to:
Andrea Buller principal@mbc.mb.ca

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. This position will be filled as soon as a suitable applicant is found.