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**JOB DESCRIPTION:** Youth Development Coordinator

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**General Description**

Reporting to the Executive Director, the Youth Development Coordinator's key role is to assist with the coordination of the association's youth programming activities including but not limited to HopOn, Kids of Mud, Trailblazer Youth Series, Youth camps, and the Manitoba Summer Games. The position will also assist in the coordination of Coach and instructor clinics, updating our coach database, social media marketing and communications, and streamlining administration procedures.

**Organizational Scope**

Manitoba Cycling (MCA) is the recognized authority by Cycling Canada on all aspects of cycling in Manitoba, including Mountain bike, Cyclocross, and Road cycling. All staff are employed by the MCA to facilitate achievement of its long-term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

MCA receives financial contributions from the provincial government and other agencies, organizations, and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities, and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. MCA staff are responsible to manage and administer the association's finances and provide administrative support for association activity.

**Role Objectives**

- Work within the MCA's strategic plan, helping the organization to achieve their strategic goals & priorities including the implementation of operational plans as identified by the Executive Director.
- Understanding of MCA policies and procedures to help to improve business processes and efficiencies as needed.

**Operations**

- Member of the MCA staff, acting as a liaison between MCA Youth programming, coach certification, and youth games.
- Maintains the Coach database as per the program and coach requirements established. Adheres to confidentiality and privacy requirements in the handling of all data.
- External liaison for Youth clubs, HopOn instructors, and Youth program camps and partnerships to ensure that all correspondence and requests are dealt with promptly or directed to the most appropriate individual.
- Partners with the volunteer Youth Director for Kids of Mud to ensure all relevant organizational goals and timelines are met.
- Posts and communicates coach clinics, training, selection races, and club and coach requirements as needed.
- Maintains the Youth development website pages (HopOn, Kids of Mud, Manitoba Summer Games).
- Coordinates meeting, travel, and program logistics as required.
- Maintains inventory and tracking of supplies as required.

**Financial:**

- Works with Executive Director to maintain annual financial objectives for the Youth Development budget as approved Annually by the MCA Board of Director.