



Employment Opportunity:

Sports Facility Coordinator – John Blumberg Park

Seasonal Full-Time with opportunity of Full-Time Permanent

The Red River Exhibition Association is searching for a dedicated sports facility coordinator to join our team. The individual will play a vital role in contributing to our Association's objective to deliver memorable events, making a significant impact on Manitoba's sport industry. Our ideal candidate brings energy, enthusiasm and a strong work ethic, along with exceptional organizational skills, attention to detail, and excellent communication abilities for working with diverse clients.

Working seasonally from John Blumberg Park on Portage Avenue west of the Perimeter Highway, you will work closely with the Event Manager to plan, coordinate, and execute a wide range of third-party events and bookings throughout the year.

Roles and Responsibilities

As a Facility Coordinator in a fast-paced workplace, you will play a significant role in elevating our growing events team toward continued growth, helping advance the goals of the Association and, ultimately the sports, tourism and entertainment industries in Manitoba.

Your primary responsibilities as Sports Facility Coordinator will include:

- Overseeing the day-to-day operations of the sports fields and facilities, ensuring a clean, safe and well-maintained park
- Scheduling field rentals, invoicing and payment management, confirming event detail with league and tournament convenors
- Plan and coordinate in house leagues, special events, tournaments and camps
- Local Sales, contacting sports teams to ensure they know about our property, the rates, accessibility etc.
- Researching RFP's for sporting events for John Blumberg Park
- Execute the event ensuring all requirements of the client are met
- Scheduling the grounds crews accordingly to ensure a well-kept, beautifully landscaped park
- This includes but not limited to, janitorial, groundskeeping, flowers, painting, upkeep of the facility, and general maintenance, set up, painting and chalking of the fields based on the rules and requirements of each specific league.
- Coordinate the training of all staff members
- Maintenance and purchase requests for sporting equipment, ensuring the proper storage and maintenance is being performed by all staff
- Keeping maintenance logs and submitting work orders for repairs required for any equipment and machinery in a timely manner
- Work in conjunction with the current concessions manager regarding their needs to operate the facility efficiently and effectively
- Develop and implement facility policies and procedures, incl but not limited to Weather Contingency Plan, Emergency Measures Plan, Maintenance Plans, staff expectations etc.
- Assisting with budget management for operations and maintenance of the park
- Assist in facility development and plans for improvements and upgrades to the facility

Qualifications

- Willingness to work long hours, and weekends seasonally
- Outdoor work in large crowds, in all weather conditions
- Heavy lifting may be required
- Equipment operation & maintenance knowledge
- Sport background, specifically soccer & slo pitch considered an asset
- Superior customer service skills – providing assistance to facility user groups, facility inquiries etc.
- Conflict resolution
- Work independently and as a team member
- Minimal computer skills
- Strong organizational and time management abilities.
- Ability to manage multiple tasks and events simultaneously, prioritize effectively
- Valid driver's license and must have access to a reliable vehicle.
- Precision, and attention to detail, ensuring all field measurements are accurate to the specifications laid out by each rule book

Pay: \$40,000.00 per year – to be negotiated based on experience

To apply for this position, please send your resume with a cover letter clearly indicating how you are suitability for this role, to alana@redriverex.com by 4:30 pm on Friday, January 30, 2026.

Work Environment

The duties of this position are performed indoors and outdoors in the weather conditions prevalent at the time. The noise level in the work environments is usually moderate to loud during events and minimal during non-event times.

We are an equal opportunity employer: qualified applicants are considered for and treated during employment without regard to race, color, creed, religion, sex, national origin, citizenship status, disability status, age, marital status, sexual orientation, gender identity, genetic information, or any other characteristic protected by law.