



Immigrant and Refugee  
Community Organization of Manitoba

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## **Girls' Sports Program Coordinator – After School Program**

### **Full Time – 30 month term position (Pilot Project)**

**CANDIDATE PROFILE:** The Girls' Sports Program Coordinator is experienced in developing and implementing activity and sports programs that foster physical literacy and confidence in pre-adolescent children. This individual is a demonstrated positive female role model for young girls, has experience in involving families to support their children's physical activities, and actively promotes the social benefit of participation in sport. The ideal candidate has experience and is committed to addressing and reducing barriers to participation in sports and physical activities for newcomer girls while increasing family, community and cultural engagement.

**POSITION PURPOSE AND SUMMARY:** Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Girls' Sports Program Coordinator will develop and deliver accessible, fun-focused, holistic, inclusive and developmentally appropriate after-school physical activity and sports opportunities for newcomer girls ages six to ten.

This is a pilot project and the primary responsibilities of this position are:

- Program and event planning and implementation,
- Training, mentorship and participant support,
- Reporting and records management, and
- Supporting the IRCOM team and partners

This role works in cooperation with the After School Program team and volunteers to assist newcomer children and youth and their families integrate into Canadian society through educational and social activities. It is essential that this role develop communicative, trusting and supportive relationships with newcomer children, youth and their families and that exemplary conduct be modeled in speech, action and interpersonal relationships. The Girls' Sports Program Coordinator will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

With the supervision and support of the After School Program Manager, the Girls' Sports Program Coordinator is responsible for the following:

### **DUTIES AND RESPONSIBILITIES**

#### **Program and Event Planning and Implementation (50%)**

- Plan, design and implement year-round programming involving four to five core sports including soccer, volleyball, basketball, hockey, and baseball based on the Long Term Athlete Development framework and best practices
- Incorporate gendered and culturally appropriate lenses into program design
- Plan and implement four sporting events annually where participants can interact with female athletes and coaches
- Create volunteer opportunities for local female athletes and coaches to meet, mentor and supporting programming with participants
- Integrate core sports programming into local fun leagues including partnerships with other community sport organizations
- Advocate for IRCOM athletes and families within existing sport system to ensure safe participation for athletes in partnership with current community sport leaders
- Organize tournaments or minicamps in collaboration with community partners, clubs and programs
- Plan alternative physical activity programs and wellness including but not limited to: Indigenous games, yoga and tobogganing
- Create and implement two Family Activity days per year that promote physical literacy, active living in nature and in communities

#### **Training, Mentorship and Support of Participants (20%)**

- Provide mentorship and be a positive female role model for participants
- Create or utilize existing opportunities for parents to volunteer and expose them to sport opportunities for girls
- Identify and research barriers to participation and work to reduce racism in sport
- Create new or enhanced accessibility and supports for participants and their families
- Develop strong relationships with newcomer families
- Work effectively with children and enforce rules and behavior expectations
- Foster and model respect and mutual understanding among program participants
- Develop and implement strategies to effectively address conflict and teach non-violent behaviour

### **Reporting and Records Management (20%)**

- Collect performance measurement data of all activities
- Correlate and compare data to national standards of Safe Sport for girls
- Conduct thorough, periodic evaluations of the girls' sports and activities programs
- Document program successes and challenges
- Track daily attendance hours of program participants
- Maintain written and electronic records of contacts and activities with participants and their families
- Compile and submit monthly reports of program activities

### **Team and Inter-departmental Support (10%)**

- Coordinate duties of sports program staff and volunteers
- Collaborate effectively with other IRCOM programs and program partners
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or designate

### **REQUIRED QUALIFICATIONS:**

- Post-secondary education in recreation management, physical education, kinesiology, or related field
- Two years' experience planning, implementing and leading programs utilizing Sport for Life's Resource Paper ([http://sportforlife.ca/wp-content/uploads/2017/04/LTAD-2.1-EN\\_web.pdf?x96000](http://sportforlife.ca/wp-content/uploads/2017/04/LTAD-2.1-EN_web.pdf?x96000)), especially FUNdamentals and Learning to Train
- Provincial or national sports organization coaching certification (may differ depending on your sport of expertise), Sport Manitoba Coaching or NCCP certification
- Event planning experience
- Strong understanding of the immigration process and challenges faced by newcomers
- Anti-racism training
- Extensive multi-sports background as a player or coach in soccer, volleyball, basketball, hockey, baseball, or other organized athletics
- Strong organizational skills and the ability to prioritize work
- Demonstrated ability to work in a team and collaboratively with other staff and outside agencies
- Strong written and oral English communication skills
- Excellent cross-cultural and team work skills
- Must be open-minded, resourceful, highly motivated, creative and independent
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Proficiency with Microsoft Office Suite and data base management
- Demonstrated experience working in a fast paced, multi-tasking environment
- Current satisfactory Criminal Records Check (including Vulnerable Sector Search) and a clear Child Abuse Registry Check
- Valid Manitoba Class 4 Driver's License
- CPR/First Aid certification
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

### **DESIRED QUALIFICATIONS:**

- Fluency in additional languages
- NVC training

**Hours of work:** This is a full-time, 37.5 hours per week 30 month term position. The primary work schedule will be afternoons and evenings, Monday to Friday with periodic programs on weekends.

**Wage:** \$22.15/hour

**Benefits:** Group Insurance (Life, AD&D, LTD, Dental & Extended Health)  
Paid Sick and Discretionary time  
Employer paid RRSP contributions (beginning in 2<sup>nd</sup> year of employment)

**Application Process:** All applicants must be legally entitled to work in Canada.

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and/or persons with a disability.

For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

HR - Selection Committee 95 Ellen Street  
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Fax: 204-943-4810

**Review of applications will begin at 12 pm noon, Friday, August 27, 2021  
and will continue until a candidate is selected.**

We thank all who apply and advise that only those selected for further consideration will be contacted.