



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

Sports Program Assistant– After School Program Full-time – 30 month term position (Pilot Project)

CANDIDATE PROFILE: Sports Program Assistant is experienced in implementing activity and sports programs that foster physical literacy and confidence in pre-adolescent children. This individual is a demonstrated positive role model for newcomer children and youth, 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 is committed to addressing and reducing barriers to participation in sports and physical activities for newcomer girls and to increasing family, community and cultural supports.

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), Sports Program Assistant will facilitate and deliver accessible, fun-focused, holistic, inclusive and developmentally appropriate after-school physical activity and sports opportunities for newcomer children and youth ages 6 – 21.

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

- Program and event leadership 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 Sports Program Assistant 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 and the Girls' Sports Program Coordinator, the Sports Program Assistant is responsible for the following:

DUTIES AND RESPONSIBILITIES

Program and Event Implementation (60%)

- Assist Girls' Sports Program Coordinator in program planning, delivery and partner relationships
- Deliver year-round sports and recreation programming that includes soccer, volleyball, basketball, hockey, baseball, etc.
- Create, organize, and supervise seasonal youth league programs
- Recruit players and volunteer coaches; provide orientation and training to coaches
- Evaluate available recreation/sports opportunities for newcomer youth
- Coordinate all team access and community services activities related to the program
- Assess and develop procurement specification to each sport program
- Plan and deliver quarterly sports and recreation event for athletes and coaches

Training, Mentorship and Support of Participants (20%)

- Provide mentorship and be a positive role model for participants
- Assist parents to volunteer and expose them to sport opportunities for participants
- Identify 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 youth and enforce rules and behavior expectations
- Foster and model respect and mutual understanding among program participants
- Implement strategies to effectively address conflict and teach non-violent behaviour

Reporting and Records Management (10%)

- Assist the Girls' Sports Program Coordinator in collection and evaluation of data and preparation of reporting
- 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%)

- Collaborate effectively with other IRCOM programs and community partners
- Coordinate gym use and rentals with Girls Sport Program Coordinator, After School Program Assistant Manager and finance department
- Participate in team and IRCOM staff meetings and events as directed
- 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
- 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), 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
- Strong understanding of the challenges and resilience that newcomer children and youth in Winnipeg experience
- Multi-sports background as a player, coach, or referee with a preference in soccer, volleyball, basketball, hockey and baseball
- Experience in planning and delivering sports and recreation programming to children and youth
- 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
- 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
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS:

- NCCP or Sport Manitoba Coaching certification in one or more sports
- Fluency in additional languages
- CPR/First Aid and NVC training
- Anti-Racism Training/Education

Hours of work: This is a full-time, 37.5 hours per week, 30-month term position. The primary work schedule will be from 1:00pm – 9:00pm, Monday to Friday with periodic programs on weekends during regulation sports league seasons.

Wage: \$18.85/Hour

Benefits: Group Insurance (Life, AD&D, LTD, Dental & Extended Health)
Paid Sick and Discretionary time
Employer paid RRSP contributions (beginning in 2nd 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

Winnipeg, Manitoba R3A 1S8

Email: hr@ircom.ca

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.