



OGIMAAWABIITONG

EMPLOYMENT OPPORTUNITY

Jays Care Rookie League Coordinator **1 FTE contract position until September 30h, 2019**

The Jays Care Rookie League Coordinator is responsible for managing the logistics of both the summer and winter sports. This role requires a reliable role model who is motivated to work frequently on evenings and weekends. The Rookie League Coordinator is part of the Kenora Chiefs Advisory Health team and reports to the Health Manager.

SUMMARY OF DUTIES:

- Recruit reliable and effective coaches and community volunteers to support each community's teams
- Host a series of events and activities to raise awareness of the leagues and recruit participants
- Collaborate with Jays Care to plan and organize annual coach trainings for both leagues
- Coordinate all details and logistics needed to deliver training, workshops and events to youth participants within assigned communities
- Plan and host a series of intergenerational events and tournaments in KCA communities to ensure that entire communities are engaging in the program
- Prepare all documents and materials for training sessions
- Other duties as assigned

EDUCATION AND/OR EXPERIENCE:

- College Diploma or equivalent community work experience in the following areas:
- Community Services (Child & Youth Worker; Recreation & Leisure; Social Service Worker; Early Childhood Educator)
- Aboriginal specific programs (Community Advocacy, Education, Child and Family Services; Aboriginal Studies; Studies in Teaching)

QUALIFICATIONS:

- Highly motivated and committed to program development within First Nation communities
- General computer skills and familiar with office equipment
- Excellent interpersonal, communication, problem solving and leadership skills
- Strong organizational skills
- Demonstrated workshop facilitation & event planning
- Coaching and mentoring skills
- Knowledge of completing program reports and collecting various program statistics

POSITION REQUIREMENTS

- Valid Ontario Driver License & Insurance with access to own vehicle and willing to travel when required
- Must be able to work evenings, weekends and flexible hours
- Mandatory CPIC and Vulnerable Sector check
- Must be willing to travel as required
- Understanding of the Ojibway language is an asset

Please send resume, cover letter and 3 references by March 25th, 2019 @4:30pm to:

Lee-Anne Moore, Human Resources Administrator
Kenora Chiefs Advisory
240 Veterans Drive, 3rd Floor
P.O. Box 349
Kenora ON, P9N 3X4
Fax: 807-467-2656
Email: resume@kenorachiefs.ca

We thank all that apply, but only those selected for an interview will be contacted.