



# Eeyou Istchee Sports & Recreation Association

## Job Description

**Position:** Program Coordinator

**Hours of work:** 35 hours /week

**Salary Range:** \$50,000.00 – \$65,000.00 annually

**Responsible to:** Community Sports Associations

**EISRA Functional relationships with:**

EISRA Board of Directors and staff

Community Recreation Departments

Community Minor Sports Associations

Regional, Provincial and Federal Sports Organizations

Cree School Board

Cree Board of Health and Social Service of James Bay

Cree Nation Youth Council

Training Institutions

**Employment Requirement:**

1. Minimum high school diploma, a diploma in Recreational Leadership will be considered an asset
2. Related experience in sports and recreation
3. Knowledge of Cree culture and tradition
4. Strong leadership in overseeing staff and programs
5. Experienced administrator
6. Human and physical resource management
7. Financial knowledge
8. Public relations

9. Marketing and promotions
10. Analytical skills
11. Strong organizational skills
12. Ability to multitask
13. Proven success in communications and ability to facilitate effectively
14. Familiarity with sports administration, policies and rules and their management
15. Strategic planning
16. Ability to communicate in Cree, English, and French will be considered an asset

### **General Accountability**

Under the immediate supervision of the Operations Manager, the Program Coordinator is responsible to ensure that the programs and training of the EISRA meet the needs of the Cree Nation, are managed effectively, meet safety requirements, and are accessible and economically feasible. The incumbent is responsible for ensuring that planning, organizing, directing, and implementing of regional programs is carried out according to policy and budget. Additionally, he participates in developing strategies and policies promoting sports and recreation and training for the Cree Nation.

### **Characteristic Functions:**

- responsible for the day-to-day administration of all leagues, programs, training, and events.
- Supervises the Program Technicians and other event staff.
- Liaises with provincial and regional sports federations for general implementation for the EISRA program base.
- develops and implements a schedule of training programs leagues and events for implementation.
- coordinates with the minor sports coordinators of the member communities for the development of schedules, registration, procurement of material resources and related documents for the James Bay Minor Hockey League (JBMHL), James Bay Minor Broomball League (JBMBL) and other leagues as developed by the EISRA.
- Works with host communities for the implementation and promotion of championships for all leagues.

- acts as a resource person for the technical information of recognized sports of the EISRA.
- maintains strong and regular communication tools for necessary promotion of EISRA information through many methods.
- meets regularly with the board to present updates on programs, leagues and activities and strategies and plans within his mandate.
- maintains up-to-date results and statistics for the JBMHL, JBMBL, and other leagues as developed by the EISRA:
- assists in the preparation of the EISRA program budget in collaboration with the Operations Manager, the Board of Directors, and partners in any special projects.
- submits activity and financial reports of leagues, events, and tournaments immediately after each event and tournament or season.
- chairs the disciplinary committee for all leagues as established by the EISRA.
- complies with the financial procedures established by the EISRA.
- ensures that all programs are implemented in a professional and safe manner.
- makes recommendations to the Board of Directors from sound data and information to advance the EISRA.
- when appropriate and necessary must work hours that correspond to the hours that are required for recreation and leisure activities including evenings, weekends, and holidays:
- when appropriate and necessary participates in training programs, such as conferences, seminars, correspondence courses, to upgrade knowledge and skills related to his/her job:
- perform other duties as required from time-to-time.

Amended July 2021