

# **Eeyou Istchee Sports & Recreation Association**

## **Job Description**

**Position:** Operations Manager

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

**Salary Range:** \$90,000.00 annually

**Responsible to:** EISRA

### **EISRA Functional relationships with:**

EISRA Board of Directors and staff

Community Recreation Departments

Cree Nation Government (service agreement)

Government of Quebec

Government of Canada

Regional, Provincial and Federal Sports Organizations

Cree School Board

Cree Board of Health and Social Service of James Bay

Training Institutions

Other Funding Organizations

### **General Accountability**

Under the immediate supervision of the Executive Committee, the Operations Manager is responsible to oversee all staff in the delivery of their duties and responsibilities, ensure that the programs, business, and financial affairs 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 and in accordance with the guidelines of the specific Sport Federation. Additionally, he participates in developing strategies and policies promoting sports and recreation and training for the Cree Nation.

**Employment Requirement:**

1. Education or equivalent related experience
2. Knowledge of Cree culture and tradition
3. Strong leadership in overseeing staff and programs
4. Experienced administrator
5. Human and physical resource management
6. Financial & accounting knowledge
7. Public relations
8. Marketing and promotions
9. Analytical critical thinker
10. Strong Organizational Skills
11. An ability to multitask
12. Proven success in communications and ability to facilitate effectively
13. Familiarity with sports administration, policies and rules and their management.
14. Manage contracts and agreements
15. Strategic Planning

**Core Functions**

- Develop, communicate, and implement policies and procedures for organizational operations and programs.
- Lead the development of strategic operational plan for the organization.
- Oversee succession planning through training possibilities and staff recruitment

**Characteristic Functions:**

- Responsible for the day-to-day oversight of all employees, contractors, programs, and services of the organization.
- Maintains ongoing communication with various governments, funding and support organizations.
- Develops and implements a schedule of training programs, and funding applications for implementation.
- Leads the EISRA team in the planning process to ensure that leagues, festivals, and other events are thoroughly organized to compliment the complexity of scheduling.
- Coordinates with all partners a comprehensive regional calendar of events ensuring equal distribution of hosting, prioritizing youth

leagues, adhering to regional and provincial participation dates and the compliance with.

- 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 EIRSA information through many methods and provides oversight on the content of the EISRA website and social media platforms.
- Presents updates on funding applications, programs, leagues, festivals, activities, strategies, and plans, to the board when requested.
- Leads in the preparation of the EISRA administrative, program and training budgets in collaboration with staff and presents to the Executive Committee for first draft revisions, before submitting to the Board of Directors for approval.
- Submits required reports to the Board of Directors and provides an overview of his role and responsibilities for the previous year for inclusion in the annual report.
- 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 (flexible hours).
- When appropriate and necessary participates in training programs, such as conferences, seminars, correspondence courses, to upgrade knowledge and skills related to his/her job.
- Abides by the policies of the EISRA and ensures subordinates are aware of policies and abide by them also.
- Perform other duties as required from time to time.

Amended August 2022