

# **Eeyou Istchee Sports & Recreation Association**

## **Job Description**

**Position:** Program Technician

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

**Salary Range:** \$45,000.00 – \$55,000.00 annually

**Responsible to:** Community sports associations

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

Program Coordinator

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

Training Institutions

### **Employment Requirement:**

1. Minimum High School diploma
2. Strong computer and computer software skills (website, data bases, sports and event apps.)
3. Related experience in sports and recreation
4. Knowledge of Cree culture and tradition
5. Strong leadership skills
6. Experienced administrator
7. Human and physical resource management
8. Financial knowledge
9. Public relations
10. Marketing and promotions
11. Analytical Skills
12. Strong Organizational Skills

13. An ability to multitask
14. Proven success in communications and ability to facilitate effectively
15. Familiarity with Sports administration, policies and rules and their management
16. Strategic Planning

### **General Accountability**

Under the immediate supervision of the Operations Manager, the program technician is responsible to ensure that the programs 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 in collaboration with their immediate supervisor. Additionally, he participates in developing strategies and policies promoting sports and recreation and training for the Cree Nation.

### **Characteristic Functions:**

- Assists in the day-to-day administration of all leagues, programs, and events.
- Assists in the development and implementation of a schedule of leagues, and events for the Cree Nation.
- Assists in the coordination with the minor sports coordinators of the member communities for the development of schedules, registration, procurement of material resources and related documents for the leagues and programs as developed by the EISRA.
- Works with host communities for the implementation and promotion of championships for all leagues.
- Maintains a strong and regular communication tools for necessary promotion of EIRSA information through many methods.
- Meets regularly with the EISRA team to present updates on programs, leagues and activities and strategies and plans within his mandate.
- Assists in maintaining up-to-date results and statistics for the JBMHL, JBMBL, other leagues, and the website as developed by the EISRA.

- Assists in the preparation of the EISRA program budget in collaboration with the staff and the Board of Directors.
- Submits activity and financial reports of leagues, events, tournaments, and training immediately after each event and tournament or season.
- Participates in organizational meetings as required.
- 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.
- Perform other duties as required from time to time.

Amended August 2022