



Eeyou Istchee Sports & Recreation Association (EISRA)

Position: Cree Nation Summer Games (CNSG) Coordinator
Hours of Work: 35 hours/week
Salary Range: \$60,000.00 + benefits
Duration: Immediately and ending in August 2024

Responsible to: EISRA (staff and Board)
CNSG Steering Committee (EISRA, CNG, CNYC, CBHSSJB)

EISRA Functional relationships with:

EISRA Board of Directors and staff
CNSG Steering Committee
Community Recreation Departments
Community Youth Departments
Host Community
Cree School Board
Cree Board of Health and Social Services of James Bay
Cree Native Arts and Crafts Association
Cree Outfitting and Tourism Association
Nishiiyuu Council
CNG – Justice
Cree Women of Eeyou and Eenu Istchee Association
Cree Regional Men's Association
Eeyou Eenu Police Force
Provincial Sports Organizations
Aboriginal Sports Circle/Quebec Arm

General Accountability:

Under the general direction of the CNSG Steering Committee, but more specifically under the immediate supervision of the Operations Manager, the CNSG Coordinator is responsible for overseeing the overall coordination for the Cree Nation Summer Games. This includes the liaison with the Sport Federations

(rules, equipment, officials etc.), the host community for logistics (facilities, equipment, emergency, and safety plan, ancillary event sites, road closure) CHB for first aid and physiotherapy, others), CNYC (summer students), and all other partners for their roles within the delivery of the games.

Characteristic Functions:

- Responsible for the day-to-day oversight of the organizing of the games.
- Develops and implements a global schedule, and specific schedules for the disciplines of the games.
- Works with host community for the implementation of the plan, and the preparation of the venues, in collaboration with the local planning committee.
- Acts as a resource person for the technical information of recognized disciplines for the CNSG.
- Maintains strong and regular communication tools for necessary promotion of the CNSG information through many methods and provides oversight on the content in social media platforms.
- Leads in the preparations for the games and training for volunteers, in collaboration with the EISRA staff and the local coordination committee.
- Submits bi-weekly reports to the Operations Manager and maintains a comprehensive filing system to compile a mid-term and a final report.
- Complies with the administrative and financial procedures established by the EISRA.
- Ensures that all facilities (tents, toilets, etc.), and game sites, are maintained in a professional and safe manner.
- Makes recommendations to the CNSG Steering Committee from sound data and information to advance future CNSG.
- 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 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 also.

- Develop, communicate, and implement policies and procedures, and the action plan for the delivery of the CNSG with input from the Steering Committee and the sport federations, and the coordination team.
- Lead the necessary training requirements to ensure that all volunteers, staff, support staff, and others affected understand their roles and responsibilities, the safety plan, and basic operations.
- Liaise with all partners on related matters pertaining to CNSG, their roles, and their entities visibility.
- Perform other duties as required from time to time.

Employment Requirement:

- Relevant education or equivalent related experience
- Knowledge of Cree culture and tradition
- Experienced administrator
- Human and physical resource management
- Public relations
- Marketing and promotions
- Analytical and critical thinker
- Strong Organizational Skills
- Ability to multi-task
- Familiarity with sports administration, policies and rules and their management
- Management of files
- Knowledge of computer programs and the effective use of social media

Deadline: October 20, 2023

Send applications to: Eeyou Istchee Sports and Recreation Association
 Attn to Clifford Loon, Operations Manager
 info@eisra.ca

