



Immigrant and Refugee
Community Organization of Manitoba

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SPORTS PROGRAM ASSISTANT– AFTER SCHOOL PROGRAM (Part Time Term Position, 20 Hours/Week, Till March 31st 2024)

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the Sports Program Assistant will facilitate and deliver accessible, fun-focused, holistic, inclusive and developmentally appropriate after-school physical activity and sports opportunities for newcomer children ages 6 – 10.

This is a pilot project and the primary responsibilities of this position are:

- Program and event leadership and implementation,
- Training, mentorship and participant support,
- Reporting and records management, and
- Supporting the IRCOM team and partners

This role works in cooperation with the After-School Program team and volunteers to assist newcomer children and their families integrate into Canadian society through educational and social activities. It is essential that this role develops communicative, trusting and supportive relationships with newcomer children, youth and their families and that exemplary conduct be modeled in speech, action and interpersonal relationships. The Sports Program Assistant will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and they will work in a way that is people-centered, holistic and partnership based.

CANDIDATE PROFILE: The Sports Program Assistant is experienced in implementing activity and sports programs that foster physical literacy and confidence in pre-adolescent children. This individual is recognized as a positive role model for newcomer children and youth, has experience in involving families to support their children's physical activities, and actively promotes the social benefit of participation in sports. The ideal candidate is committed to addressing and reducing barriers to participation in sports and physical activities for newcomer girls and to increasing family, community and cultural supports for girls in sport.

With the supervision and support of the After School Program Manager and the Girls' Sports Program Coordinator, the Sports Program Assistant is responsible for the following:

DUTIES AND RESPONSIBILITIES

Program and Event Implementation (70%)

- Assist Girls' Sports Program Coordinator in program planning and building and strengthening program partnerships
- Assist in the delivery of year-round sports and recreation programming that includes soccer, volleyball, basketball, hockey, baseball, swimming for program participants.
- Assist coaches/volunteers during practices and games
- Maintain and manage sports equipment, uniforms and supplies
- Evaluate available recreation/sports opportunities for newcomer children and youth
- Obtain program permits for girls' sports project activities to access sports facilities
- Take photos of participants and compile to a digital storage for program reporting and promotion materials
- Liaise with sports partners and community to ensure teams are supported
- Attend inter-agency advocacy/campaign meetings to ensure the children and youth are represented

Training, Mentorship and Support of Participants (20%)

- Provide mentorship and be a positive role model for participants
- Assist parents to gain exposure to sport opportunities
- Identify barriers to participation and work to reduce barriers in sport.
- Create new or enhanced accessibility and supports for participants and their families
- Develop strong relationships with newcomer families
- Work effectively with participants and enforce rules and behavior expectations
- Foster and model respect and mutual understanding among program participants
- Implement strategies to effectively address conflict and teach non-violent behaviour

Reporting and Records Management (10%)

- Assist the Girls' Sports Program Coordinator in collecting and evaluating data and reporting
- Track daily attendance hours of program participants
- Maintain written and electronic records of contacts and activities with participants and their families
- Compile and submit monthly reports of program activities
- Provide monthly program newsletter update to IRCOM Program Assistants

Team and Inter-departmental Support (10%)

- Collaborate effectively with other IRCOM programs and community partners
- Coordinate gym use and rentals with Girls Sport Program Coordinator, After School Program Assistant Manager and finance department
- Participate in team and IRCOM staff meetings and events as directed
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or designate

REQUIRED QUALIFICATIONS

- Strong understanding of the challenges and resilience that newcomer children and youth in Winnipeg experience
- Sports experience as a player, coach, or referee in any sport
- Experience in delivering sports and recreation programming to children and youth
- Strong organizational skills and the ability to prioritize work
- Demonstrated ability to work in a team and collaboratively with other staff and outside agencies
- Strong written and oral English communication skills
- Excellent cross-cultural and team work skills
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Proficiency with Microsoft Office Suite and data base management
- Physical health and mobility to facilitate activity programs at various locations
- Current satisfactory Criminal Records Check (including Vulnerable Sector Search) and a clear Child Abuse Registry Check
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS:

- Valid Manitoba Class 5 Driver's License
- Post-secondary education in recreation management, physical education, kinesiology, or related field
- Experience planning, implementing and leading programs utilizing Sport for Life's Resource Paper (http://sportforlife.ca/wp-content/uploads/2017/04/LTAD-2.1-EN_web.pdf?x96000), especially FUNdamentals and Learning to Train
- Provincial or national sports organization coaching certification (may differ depending on your sport of expertise), Sport Manitoba Coaching or NCCP certification
- Fluency in additional languages
- CPR/First Aid and NVC training
- Anti-Racism Training/Education

Hours of work: This is a part time (20 hours/week), term to March 31, 2024 position. The primary work schedule will be from 5:00 – 9:00pm, Monday to Friday across multiple locations with periodic programs on weekends.

Wage: \$19.85/Hour

This is a scheduled position with wage in accordance with the Collective Agreement between the Immigrant and Refugee Community Organization of Manitoba Inc. and the United Food and Commercial Workers Local 832.

Benefits: Paid Sick time

APPLICATION INFORMATION AND PROCESS: All applicants must be legally entitled to work in Canada.

IRCOM as an organization seeks to reflect the community members it serves. We are committed to providing an inclusive, accessible environment, where all employees, volunteers, tenants and program participants feel valued, respected, safe and supported. IRCOM strives for employment equity. Interested applicants can identify themselves as belonging to any of the following groups: women, Indigenous peoples, visible minorities, and/or persons with a disability. We are dedicated to building a workforce that reflects the diversity of the communities we serve, and to creating an environment where every employee has the opportunity to reach their potential. For further information, or to apply for this position please use the contact information below. When applying, please note that your cover letter and résumé must clearly indicate how you meet the qualifications.

Review of applications will begin on Wednesday November 1st, 2023 and will continue until a candidate is selected.

Please direct applications and inquiries to:

HR - Selection Committee

95 Ellen Street

Winnipeg, Manitoba R3A 1S8

Email: hr@ircom.ca

Fax: 204-943-4810

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If contacted to participate in the process, please advise if you require an accommodation. If you require an accommodation for the recruitment/interview process (including alternate formats of materials, accessible meeting rooms or other accommodation), please let us know and we will work with you to meet your needs.