



Immigrant and Refugee
Community Organization of Manitoba

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NEWCOMER SPORTS PROGRAM COORDINATOR – AFTER SCHOOL PROGRAM Part Time (20-hour per week), Term Position

WHAT IRCOM OFFERS:

- A warm, fun and supportive work community
- An incredibly diverse workplace that is committed to staff wellness and inclusion
- A staff team that is passionate, committed and unified in supporting the settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A family-friendly organization with a comprehensive benefits package
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE: The Sports Program Coordinator is:

- experienced in developing and implementing activity and sports programs that foster physical literacy and confidence in newcomer children and youth
- a demonstrated positive role model for children and youth
- experienced in involving families to support their children's physical activities,
- actively promotes the benefit of participation in sport
- experienced in liaising and coordinating with external partners
- experienced in and is committed to addressing and reducing barriers to participation in sports and physical activities for newcomer children and youth while increasing family, community and cultural engagement

POSITION PURPOSE AND SUMMARY: Guided by the vision, mission and values of the Immigrant and Refugee Community Organization of Manitoba Inc., the Sports Program Coordinator will develop and deliver accessible, fun-focused, holistic, inclusive and developmentally appropriate after-school physical activity and sports opportunities for newcomer children and youth undertaking the following:

- Plan, and implement weekly recreational centered programming for children's program for children ages 6-12
- Plan and implement weekly youth recreational programming for youth age 13-21
- Engage in relevant trainings such as Respect in Sport in order to fully support children and youth in recreational settings
- Provide guidance, support and encouragement to those engaging in sport to help integrate it into their everyday lives
- Connect with sport and recreational services in Winnipeg to initiate partner programming
- Support other After School Programming as required
- Reporting and records management, and
- Supporting the IRCOM team and partners

This role works in cooperation with the After School Program (ASP) team and volunteers to assist newcomer children and youth 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 Coordinator 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.

With the supervision and support of the ASP Managers, the Sports Program Coordinator will fulfill the following:

DUTIES AND RESPONSIBILITIES

Program and Event Planning and Implementation (60%)

- Lead three recreational centered programs per week, for children and for youth
- Plan, design and implement year-round programming core sports including soccer, volleyball, basketball, hockey, swimming, and baseball
- Incorporate gendered and culturally appropriate lenses into program design
- Create volunteer opportunities for local athletes and coaches to meet, mentor and support programming with participants
- Integrate core sports programming into local fun leagues including partnerships with other community sport organizations
- In partnership with current community sport leaders, advocate for IRCOM athletes and families within existing sport systems to ensure safe participation in sports
- Plan alternative physical activity programs and wellness

Training, Mentorship and Support of Participants (20%)

- Provide mentorship and be a positive role model for participants
- Create or utilize existing opportunities for parents to volunteer and expose them to sport opportunities for their children and youth
- Identify and research barriers to participation and work to reduce racism in sport
- Create new or enhanced accessibility and supports for participants and their families
- Develop strong relationships with newcomer families
- Work effectively with children and enforce rules and behavior expectations
- Foster and model respect and mutual understanding among program participants
- Develop and implement strategies to effectively address conflict and teach non-violent behaviour

Reporting and Records Management (10%)

- Record program attendance on online database of program participants
- Document program successes and challenges
- Maintain records of contacts and activities with program partners
- Compile and submit monthly logs of program activities to Program Manager

Team and Inter-departmental Support (10%)

- Coordinate duties of sports program staff and volunteers
- Collaborate effectively with other IRCOM programs and program partners
- Participate in team and IRCOM staff meetings and events
- Follow IRCOM policies, guidelines and procedures
- Participate in ongoing professional development
- Perform other duties as assigned by ASP Manager or designate

REQUIRED QUALIFICATIONS:

- Post-secondary education in recreation management, physical education, kinesiology, or related field. A combination of relevant education and experience may be considered.
- Two years' experience in coaching, teaching or leading sports programs
- Program planning experience for children and youth
- Strong understanding of the immigration process and challenges faced by newcomers
- Extensive multi-sports background as a player or coach in soccer, volleyball, basketball, hockey, baseball, or other organized athletics
- 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
- Must be open-minded, resourceful, highly motivated, creative and independent
- Demonstrated strong commitment to supporting and empowering the newcomer community through previous volunteering / community involvement
- Proficiency with Microsoft Office Suite and data base management
- Demonstrated experience working in a fast paced, multi-tasking environment
- Current satisfactory Criminal Records Check (including Vulnerable Sector Search) and a clear Child Abuse Registry Check
- Valid Manitoba Class 5 Driver's License
- CPR/First Aid certification
- Demonstrate the qualities and values IRCOM seeks for all our staff (<https://www.ircom.ca/about-us/work-here/>)

DESIRED QUALIFICATIONS:

- Fluency in additional languages
- NVC training
- Training in anti-racism
- Coaching training

SCHEDULE: This is a part time, 20 hours per week term position ending March 31, 2025. Work locations are at both 95 Ellen and 215 Isabel IRCOM locations as well as off-site recreational facilities. The primary work schedule will be afternoons and evenings, Monday to Friday with periodic programs on weekends.

WAGE: \$23.80/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 professional development opportunities
Collaborative, family-friendly and supportive working environment

Application Information and Process: All applicants must be legally entitled to work in Canada.

IRCOM seeks to reflect the communities it serves. We are committed to providing an inclusive, accessible, respectful workplace that strives for employment equity. Interested applicants can identify themselves as belonging to any under-represented groups including women, Indigenous peoples, racialized peoples, and/or persons with a disability.

To apply please send a cover letter and résumé to the following, and please indicate clearly how you meet the qualifications.

**Review of applications will begin on July 24, 2024
and continue until the position has been filled.**

HR - Selection Committee: KiaraR@ircom.ca

We thank all applicants for their interest. Only those advancing in the selection process will be contacted. If you require accommodation at any stage of the hiring 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 (KiaraR@ircom.ca).