

Hockey Instructor

IRCOM's Hockey Program for Newcomer Children

Part-Time, Term Position Until March 31, 2026

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 settlement of newcomer families
- An inner-city organization committed to Truth and Reconciliation
- A place where you can make a difference and feel the rewards of your work on a daily basis

CANDIDATE PROFILE:

The **IRCOM Hockey Program Instructor** will exhibit and uphold IRCOM's core values of integration, diversity, advocacy and empowerment, and will work in a way that is people-centered, holistic and partnership based. This position is ideally suited to an individual who cares deeply about relationships with newcomer families, who is a gifted organizer and motivator, who is flexible in approach to deal with challenges, who is committed to empowering program participants to take an active interest in healthy living through recreational, educational, integrative and outreach activities.

POSITION PURPOSE AND SUMMARY

Guided by the vision, mission, and values of the Immigrant and Refugee Community Organization of Manitoba Inc. (IRCOM), the **IRCOM Hockey Program Instructor** provides support and opportunities for IRCOM tenant children aged 6 to 12 years involved in the After-School Program (ASP) by:

- Planning and preparing programs
- Leading and facilitating program delivery
- Supporting the IRCOM team and liaising with partner agencies, and
- Managing records and reporting

DUTIES AND RESPONSIBILITIES:

With guidance and support from the ASP Manager and designate, the IRCOM Hockey Program Instructor will refine and further develop IRCOM's After School Program activities by undertaking the following tasks:

Program Planning and Preparation (50%)

- Plan lessons and design on-ice activities geared to facilitate the recreational, educational and integrative needs of newcomer children in consultation with ASP Manager or designate
- Coordinate the planning, purchasing, and transportation of all hockey related materials and equipment in consultation with the ASP Manager
- Coordinate and maintain the use, storage and retention of all hockey and program equipment prior to and after each hockey program outing
- Communication with volunteers in advance of program times as required
- Coordinate and manage equipment prior to and after all hockey program outings
- Assist in the development and teaching of strategies to teach respect and develop non-violent behavior

Program Leadership and Facilitation (40%)

- Create safe program conditions and environment for children and volunteers and ensure that everyone on the ice wears skates and helmets during program
- Implement and coordinate planned sports and recreation activities and supervise unstructured play time
- Support the on-ice delivery of all hockey activities and programming for all children and at IRCOM and partner communities (particularly Freight House)
- Implement and enforce rules and behaviour expectations, especially with regard to creating mutually respectful, non-violent play environments
- Calmly mediate any conflict situations between children and promote peaceful resolutions
- Develop relationships of trust with children and their families
- Be a positive role model to children and cultivate good sportsmanship conduct
- Coordinate and support volunteers in their respective roles
- Sanitize and put away skating equipment

Interdepartmental Support and Partnership Liaison (5%)

- Identify volunteer needs and coordinate volunteer assignment in collaboration with ASP Manager
- Liaise with Hockey Manitoba and other hockey programs for partnership opportunities

- Help with Hockey program's annual ice booking with the City of Winnipeg on the first week of June
- Other duties as assigned

Reporting and Records Management (5%)

- Keep accurate daily records of participants
- Provide monthly progress and evaluation reports for children that are enrolled in program
- Prepare and submit season end statistical and narrative program report including information about tenant children that are playing in a formal hockey league(s)
- Assist in administrative tasks including data entry

REQUIRED QUALIFICATIONS

- Post-secondary education in a relevant field such as sports and recreation programming, education, international development, or conflict resolution. Relevant experience will be considered.
- Minimum 2 years direct children and youth programming leadership experience
- Experience coaching children and youth in recreational activities
- Strong organizational skills and the ability to prioritize tasks and to work independently
- Effective written and oral English communication skills
- Demonstrated strong commitment to supporting and empowering the newcomer community
- Must be open-minded, resourceful, highly motivated, creative and independent
- Experience facilitating on-ice hockey training for children of all levels of ability
- Experience as hockey player and as a hockey coach
- Clear Child Abuse Check and Criminal Record Check
- For more information about employment at IRCOM and key qualifications and qualities we seek in all candidates, please see: <http://www.ircom.ca/about-us/work-here>

DESIRED QUALIFICATIONS

- Certification in First Aid, CPR and Non-Violent Crisis Intervention
- Knowledge of additional languages

Work Location and Schedule: The Hockey Instructor work location will include public skating facilities and ASP programming offices. This is a term position to March 31, 2026 with part-time afternoon, evening and/or weekend hours up to 10 hours per week.

Wage: \$20.96/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.

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

Employment Equity is a factor in selection. Applicants are requested to indicate in their covering letter or résumé if they are from any of the following groups: women, Indigenous people, refugees, immigrants, visible minorities and/or persons with a disability.

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 **November 20, 2025** 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).