



Immigrant and Refugee
Community Organization of Manitoba

IRCOM House Ellen
95 Ellen Street
Winnipeg, MB R3A 1S8

P: 204.943.8765
F: 204.943.4810

IRCOM House Isabel
215 Isabel Street
Winnipeg, MB R3A 1R5

www.ircom.ca
info@ircom.ca

AFTER-SCHOOL PROGRAM (ASP) MANAGER

Full Time (37.5 hours/week), Permanent Position

Wage: \$30.57/hour

About IRCOM

IRCOM supports newcomer families as they settle in Winnipeg. We provide affordable transitional housing, settlement programs, and community services that help newcomer families build successful lives in Canada. We are committed to inclusion, Truth and Reconciliation, and creating opportunities for children, youth, and families to thrive.

About the Role

The After-School Program (ASP) Manager leads a team of staff and volunteers to plan, deliver, and evaluate high-quality after-school and summer programs for newcomer children and youth. This role provides leadership in program development, staff supervision, budgeting, partnerships, grant management, and program evaluation while fostering a safe, welcoming, and inclusive environment that supports newcomer families.

What You Will Do

In this role, you will:

- Develop, maintain, implement, and evaluate high-quality, year-round after-school and summer programs for newcomer children and youth.
- Develop programs, strategies, and special projects that respond to the evolving needs of newcomer children and youth, support youth voice, leadership, and ownership, engage parents and caregivers, and ensure programs are evaluated using Program Quality Assessment (PQA) tools.
- Prepare annual program budget proposals, monitor program revenues and expenses, support financial processes, manage day-to-day cash flow, expense claims, and payment requisitions, and lead ASP grant writing and reporting in collaboration with the Director of Programming and the Fund Development Specialist.
- Select, orient, train, supervise, coach, mentor, and develop ASP staff, volunteers, and practicum students across multiple sites, including performance reviews, professional development planning, scheduling, and ensuring compliance with IRCOM policies and procedures.
- Serve as the primary on-site manager during many evening programs, providing leadership, decision-making, and support to staff during day-to-day operations and unexpected situations.
- Exercise sound judgment and make timely operational decisions while supporting staff across multiple program sites, particularly during evening programming.
- Promote cross-program collaboration, participate in organizational initiatives, and work closely with the High Needs Support Team and senior leadership to respond to crises, support staff through complex situations, and coordinate responses involving children, youth, and families.
- Build and maintain strong relationships and collaborative partnerships with newcomer families, schools, community organizations, service providers, funders, and other partners while representing IRCOM in meetings, presentations, and joint initiatives.
- Maintain program manuals, procedures, records, and databases; gather and analyze program data; and prepare reports for funders, the Annual Report, and other organizational reporting requirements.

What We Are Looking For

You may be a great fit for this role if you have:

- A Bachelor's Degree in education, community development, recreation, or a related field, or an equivalent combination of education and experience.
- A minimum of three (3) years' experience working with children and youth programming.
- A minimum of two (2) years' experience supervising staff and managing budgets.
- Experience in program design, development, implementation, administration, and evaluation across multiple sites.
- Experience writing successful grant applications and reports and building positive relationships with funders.
- Proven ability to lead, manage, and strengthen a team with diverse talents and responsibilities.
- Comprehensive understanding of child and youth development, cross-cultural issues, trauma-informed, strengths-based, and relationship-based practices, and the systemic and social barriers affecting newcomer children, youth, and families.
- Demonstrated experience supporting children and youth with diverse social, emotional, behavioral, mental health, and settlement-related needs.

- Strong relationship-building skills with schools, families, community organizations, service providers, and partners.
- Excellent written, verbal, organizational, and interpersonal communication skills.
- Experience with case management databases, data entry, report configuration, Microsoft Office Suite, and Google applications.
- Proven ability to prioritize multiple tasks while working in a fast-paced environment.
- Demonstrated commitment to supporting and empowering newcomer communities through previous volunteering or community involvement.
- A valid Manitoba driver's license, the ability to obtain a Class 4 driver's license within the first 90 days of employment, access to a reliable vehicle, and the ability to travel regularly between IRCOM program sites.
- A satisfactory Criminal Record Check and Child Abuse Registry Check.

Assets include:

- Knowledge of IRCOM's After School Programs.
- Knowledge of inner-city and systemic barriers affecting newcomer children and youth.
- Experience managing budgets of \$200,000 or more.
- Experience developing and evaluating programs for newcomer children and youth

What You Need to Know

- Work Location: 95 Ellen St. and 215 Isabel St.
- Schedule: 37.5 hours per week. Primary leadership hours are generally 12:00 p.m. to 8:00 p.m. or 1:00 p.m. to 9:00 p.m., Monday through Friday, with occasional evening and weekend work required. The ASP Manager often serves as the primary manager on-site during evening programming and is expected to provide leadership, operational support, and timely decision-making across multiple program locations.
- Requirements: Regular travel between IRCOM program sites, schools, and community locations.

What We Offer

- A warm, supportive team
- A diverse workplace committed to inclusion and reconciliation
- Benefits package and paid sick days
- Professional development opportunities
- Employer-paid RRSP contributions

How to Apply

Please send your resume and cover letter to hr@ircom.ca and describe how your experience connects to this role.

Applications will be reviewed starting July 30, 2026, until the position is filled.

If you need accommodations during the hiring process, we are happy to support you.