



## INDIGENOUS SPORT & WELLNESS ONTARIO

### **Position: Assistant Sport Coordinator, Team Ontario**

**Location:** Mississauga, Ontario

**Term:** Full Time, 7-month Contract (with a chance of renewal)

**Salary:** \$20/hour, 35 hours per week

**Deadline to Apply:** Friday, February 13, 2020

**Start date:** Immediately

### **About ISWO**

ISWO is the designated Provincial/Territorial Aboriginal Sport Body (P/TASB) for the province of Ontario, funded through the Ministry of Tourism, Culture and Sport and Sport Canada. ISWO serves all Indigenous Peoples and communities across Ontario, including First Nations, Inuit and Métis, living on and off-reserve, in rural and urban settings, encompassing more than 350,000 Indigenous Peoples in the province.

ISWO promotes and creates opportunities for participation in sport and cultural activities that promote wellness and positive lifestyles for Indigenous Peoples across Ontario. ISWO is recognized by the Aboriginal Sport Circle (ASC) and the North American Indigenous Games Council, and is the designated sport body for the development, selection and management of Team Ontario, for participation at the National Aboriginal Hockey Championships and North American Indigenous Games.

For more information, please visit [iswo.ca](http://iswo.ca).

### **Position Overview and Description**

ISWO is seeking an organized and motivated candidate to fill the role of *Assistant Sport Coordinator for Team Ontario*. The position will report directly to the Manager of Games, High Performance and Sport. The Assistant Sport Coordinator is primarily responsible for supporting the sport team in the development, coordination and administration of all aspects related to Team Ontario's participation at the 2020 North American Indigenous Games (NAIG) and the 2020 National Aboriginal Hockey Championships (NAHC), in addition to supporting other annual sport initiatives including multi-sport camps and provincial sport tournaments. The successful candidate must be familiar with the Indigenous sport landscape and with coordinating a major sports event.





### Primary Responsibilities:

- Assist in the planning, coordination, administration and delivery of all Team Ontario tryouts for the 2020 North American Indigenous Games, including venue booking, community correspondence, coach coordination and on-site assistance.
- Assist in the planning, coordination, administration and delivery of all Team Ontario tryouts for the 2020 National Aboriginal Hockey Championships.
- Assist in the coordination of Team Ontario communications in consultation with the Marketing and Communications team.
- Support the coordination and management of Team Ontario at the 2020 North American Indigenous Games in Halifax, Nova Scotia, scheduled to take place from July 12-19, 2020.
- Support the administration of the MY.ISWO portal in relation to all sport events, as required.
- Assist in the necessary preparation before, during and after an ISWO or Team Ontario event.
- Assist in the planning, coordination, administration and delivery of all multi-sport camps and provincial tournaments, including ONVI and ONBI.
- Act as an ISWO ambassador; communicate and promote ISWO programs and initiatives to a range of audiences at every opportunity.
- Follow established and approved financial control systems including: reconciliations, expense claim reports, contractual arrangements and others; and all other processes, protocols and reporting requirements as stipulated.
- Attend and participate in staff and local, regional, and provincial meetings as required.
- Perform others related duties as required.

### Qualifications:

- In-depth understanding of the Indigenous Sport System (North American Indigenous Games, National Aboriginal Hockey Championships and Little NHL) and Canadian Sport System (Canada Games, Ontario Games, National Coaching Certification Program);
- Demonstration of an understanding of Indigenous values and knowledge of Indigenous history and culture;
- Experience and knowledge of Indigenous communities such as First Nations, Métis and Inuit;
- Must have first-hand experience working with Indigenous communities and have specific knowledge of Indigenous communities within region;
- Expertise in sport and athlete program development and implementation;





- Knowledge of best practices in Indigenous community development and engagement with an emphasis on cultural values;
- Highly organized self-starter with project coordination experience, with the ability to manage a complex workload and meet competing deadlines;
- Superior oral and written communication skills;
- Excellent interpersonal/networking skills and issues management/problem solving skills;
- A demonstrated commitment to high professional ethical standards and a diverse workplace;
- Knowledge of Microsoft Office Suite, social media, blog sites and e-newsletter programs;
- Must have valid driver's license and have access to a vehicle;
- Ability to lift and carry event supplies safely (up to 25lbs);
- Must be willing to accommodate a flexible work schedule, with some evenings and weekends as required;
- Must be willing to travel extensively within the region to support tryouts, sport events and ISWO requirements;
- A service-oriented, positive, resourceful personality, with a sense of humour;
- Must have a valid and clear Police Records Check including Vulnerable Sector Check; and
- A proven track record of working independently but also able to work as part of a team.

### How to Apply:

A resume with a cover letter is to be submitted by Friday, February 13, 2020 at 11:59 pm. Please submit your application to: Daniel Smith by email at [info@iswo.ca](mailto:info@iswo.ca) or by mail to 1090 Aerowood Drive, Mississauga, Unit #1A, Ontario, L4W 1Y5.

*The Indigenous Sport & Wellness Ontario (ISWO) is an equal opportunity employer. We thank all applicants for their interest and invite applications from Women, Indigenous People, Persons with Disabilities and Visible Minorities, however only those selected for an interview will be contacted. Preference will be given to Indigenous candidates (First Nations, Métis and Inuit).*

