



## INDIGENOUS SPORT & WELLNESS ONTARIO

### **Position: Standing Bear Program Development Coordinator**

**Location:** 1090 Aerowood Drive, Unit #1A, Mississauga, Ontario L4W 1Y5

**Term:** Full-Time 6 Month Contract with Option to Renew based on Performance and Funding

**Salary:** \$52,000 per annum

**Deadline to Apply:** January 8, 2021

### **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**

The Standing Bear Program is an innovative, by youth-for youth, Indigenous youth leadership program developed by Indigenous Sport & Wellness Ontario (ISWO), in consultation with more than 500 Ontario Indigenous youth. The program, intended for Indigenous youth (First Nations, Métis and Inuit) residing in Ontario between the ages of 14-24, consists of a core Indigenous component and six elective streams, to align with youth interests and needs. The Program Development Coordinator, reporting to the Manager of Standing Bear and Regional Development, is responsible for the day to day operations of the Standing Bear program, in addition to monitoring, planning, and implementing program enhancements and best practices, to ensure continued growth, participant engagement and development. In addition to overseeing

operations, the Program Development Coordinator would work to set priorities for growing the program and coordinate the activities of the program, as they align with the program's strategic goals and set annual targets.

### **Primary Duties and Responsibilities**

- Oversee the day-to-day operations of the Standing Bear program.
- Identify best practices and processes to help support the seamless delivery of program content and activities and provide guidance to other staff or project members.
- Monitor and evaluate the delivery of the Standing Bear Program, and provide timely analysis for program improvements.
- Identify emerging needs and trends in Indigenous youth leadership and make recommendations for program development.
- Lead the compilation and development of resources required to support Standing Bear youth participants.
- Lead the ongoing review, development and progression of Standing Bear program content and resources across all platforms and methods of delivery.
- Support the development and inclusion of Metis and Inuit content.
- Lead the development of a rewards and recognition program in collaboration and consultation with the Standing Bear Youth Advisory Committee and Senior Management
- Evaluate user submitted work and assign credit via the My.ISWO Portal.
- Plan and implement the development of templates, forms and other tools, to help support the facilitation of the program, across all platforms.
- Provide support to project members and teams to adhere to established standards, processes, and project timelines.,
- Ability to apply analytical skills to situations, and effectively make decisions and develop solutions.
- Respond to internal and external inquiries or requests and provide guidance and support.
- Take immediate and thorough action to rectify any issues faced by participants or facilitators.
- Determine and identify needs as they pertain to externally facing communications and engagement materials and work with the Marketing and Communications team to facilitate their development and distribution.
- Support the drafting and distribution of agendas and minutes etc. for all Standing Bear meetings.
- Develop and implement databases to record and track information and key metrics and produce reports for a variety of audiences.
- Other duties as assigned.

### **Qualifications:**

- Must have first-hand experience working with Indigenous youth and have specific knowledge of Indigenous communities within Ontario.
- Knowledge of best practices in Indigenous community development and engagement with an emphasis on cultural values and community consultation.
- Excellent interpersonal and networking skills, with the ability to manage issues and identify solutions to problems.
- Degree or diploma in recreation, child and youth development or related field and expertise in youth program development and implementation is preferred.
- Previous experience in a camp or youth program setting is preferred.
- Highly organized self-starter with project coordination experience, with the ability to manage a complex workload and meet competing deadlines.
- Knowledge of Microsoft Office and Google Suite and willingness to learn new platforms and applications, as required.
- Excellent oral and written communication skills.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- A proven track record of working independently but also able to work as part of a team.
- Must have a valid driver's license, appropriate insurance and have access to a vehicle.
- Ability to lift and carry supplies safely (up to 25lbs).
- Must be willing to accommodate a flexible work schedule, with evenings, weekends and overnight shifts as required to support camps.
- Must have a valid and clear Police Records Check including Vulnerable Sector Check.

### **How to Apply:**

A resume with a cover letter is to be submitted by November 16, 2020. Please submit your application to: [careers@iswo.ca](mailto:careers@iswo.ca), or by mail to 1090 Aerowood Drive, Mississauga, Unit #1A, Ontario, L4W 1Y5.

*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).*