



INDIGENOUS SPORT & WELLNESS ONTARIO

Position: North central Regional Coordinator

Location: In the Region

Term: Full-Time Contract (with option for renewal based on performance and funding)

Salary: \$52,000 per annum

Deadline to Apply: December 9, 2022

The North Central Region includes the following communities:

First Nations: Lake Nipigon, Sand Point, Constance Lake, Fort William, Ginoogaming, Gull Bay, Long Lake #58, Ojibways of Pic River, Pic Mobert, Biinjitiwabek Zaaging Anishinabek, Red Rock Indian Band, Flying Post, Webequie, Whitesand, and Pays Plat.

Friendship Centres: Thunder Bay Indian Friendship Centre and Thunderbird Friendship Centre (Geraldton).

About Indigenous Sport & Wellness Ontario (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.

Position Overview and Description

ISWO supports sport and wellness programming for Indigenous Peoples across the province. To ensure regional support, ISWO has identified seven distinct regions: Far North, North West, North East, Central, North Central, South East and South West; a Regional Coordinator (RC) is assigned to each region and operates out of that region. ISWO's seven Regional Coordinators are responsible for coordinating and administering sport, wellness and leadership programs at the provincial, regional and community level, driven by First Nations, Inuit and Métis communities in Ontario.

Primary Duties and Responsibilities

Regional Engagement:

- Complete an "Annual Engagement Assessment" of all the communities in the region and identify regional needs, challenges and opportunities.
- Develop relationships with communities and build a strong regional support network to help aid program delivery.
- Identify potential partnerships that may support the development and delivery of ISWO programming.
- Identify existing programs within communities and the region, that ISWO could potentially help to support or expand, and create proposals for partnership plan.
- Work collaboratively and in consultation with communities in the planning, delivery and evaluation of ISWO programs/events.
- Acknowledge the community's participation and support for, ISWO programs and events, through official letters, certificates, plaques, etc.
- Contribute to ISWO's policy and research development, and provide specific regional information to help inform best practices and processes.
- Create an annual summary of your community engagement actions, the needs identified and the activities undertaken.

Sport Programming:

- Support the planning, coordination, promotion and delivery of tryouts for the North American Indigenous Games and the National Aboriginal Hockey Championships.
- Support the planning, coordination, promotion and delivery of ISWO's annual tournaments including the Ontario Native Basketball Invitational (ONBI), and the Ontario Native Volleyball Invitational (ONVI), as required.
- Organize, promote and deliver two Multi-Sport Camps per year in the designated region, with support from the sport and marketing/communications teams.
- Plan, promote and deliver in-person and/or virtual community sport programs (both on a regional and provincial basis) as required.
- Coordinate and deliver a Regional Masters Tour event on an annual basis.
- Support the coordination, delivery and promotion of the Masters Indigenous Games (MIG), as required.
- Plan, coordinate and deliver physical literacy and sport development events, programs and workshops throughout the year, for both youth and adults within your region.

- Support the implementation of ISWO's High Performance Strategy, including athlete identification, camps, and programs, as required.

Standing Bear Programming:

- Plan, promote and deliver a Standing Bear camp twice a year, with support from the Standing Bear team, using approved templates and processes.
- Encourage and provide assistance to participants with My.ISWO Portal registration. • Manage and maintain records of participants' activity completions during camps and programs.
- Ensure the collection of completed registration forms and waivers, prior to delivering any camp or program.
- Support community leadership initiatives and opportunities in the region, and align these with the Standing Bear program.

Community Development & Well Nation Programming:

- Support and promote ISWO's community grant programs, including the Community Sport Fund and Power to Play.
- Support and promote the Wellness Warrior Program; identify and encourage individuals in your region to be profiled as Wellness Warriors.
- Create on-line programs, contests and challenges as needed to support the delivery and objectives of the program.
- Support/create special programs that address new challenges for the community (i.e. COVID – 19 Relief).

Other Activities and Administration:

- Act as an ISWO ambassador; communicate and promote ISWO programs and initiatives to a range of audiences at every opportunity.
- Follow established and approved processes, policies and financial control systems including reconciliations, expense claim reports, contractual arrangements and others as stipulated.
- Use ISWO's designated online platforms, including Google Suite, to share and store documents and review and edit files.
- Attend and actively participate in team meetings as required.
- Keep a daily log of your hours and send in a summary with your monthly report and any expense reimbursements/invoices.
- Perform other related duties as assigned.

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).
- First-hand experience working with Indigenous communities and have specific knowledge of Indigenous communities within the region.

- Excellent interpersonal and networking skills, with the ability to manage issues and identify solutions to problems.
- 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 and community consultation.
- 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.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Knowledge of Microsoft Office and Google Suite.
- Must have a valid driver's license 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 and weekends as required.
- Must be willing to travel extensively within the region to support tryouts, sport events and ISWO requirements.
- Must have a valid and clear Police Records Check including Vulnerable Sector Check. • 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 **4:00pm EST on December 9, 2022**. Please submit your application to careers@iswo.ca.

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).