

**NORTH END COMMUNITY RENEWAL CORPORATION
JOB DESCRIPTION**

Job Title: Sport Coordinator	Work Hours:
Reports to: Jessie Leigh	Location: 509 Selkirk Ave.
Incumbent:	Prepared by:

JOB SUMMARY:

NECRC is looking to hire a **North End Sport Coordinator** position with the responsibility of creating a sports delivery framework based on four principle models:

- i. Truth and Reconciliation Committee Recommendations on Sport
- ii. Land Based Learning Model
- iii. Long Term Athlete Development Model
- iv. Physical Literacy Model

The goal of the proposal will be to close gaps and build a sports model that is practical, functional and cognizant of neighborhood applicability while establishing visioning and values based on the suggestions of Indigenous Elders in the community. This person will instill recommendations outlined in several relating documents and then use this created document to prove feasibility of the framework by developing a pilot project and accompanying report on the programs implementation.

The North End Sport Coordinator will also be responsible for engaging and coordinating a North End Sport Committee, sharing organizational information, event calendars, sports registration deadline information and other related training opportunities. They will also be responsible for promoting neighborhood/community sport through social platforms and assisting community groups navigating funding bodies and government resources.

KEY RESPONSIBILITIES:

Objective:	Typical Activities: <i>List the activities required to accomplish the goal</i>
<ul style="list-style-type: none"> • Create framework 	<ul style="list-style-type: none"> • Research and explore preferred practices for sports program planning and create a new Framework, based on key principle models • Based on research findings, produce a report with a Framework for Sport Programming in the Inner City • Provide a copy of the report to the City of Winnipeg's Community Services Department for review, feedback and implementation. • Address key recommendations from the North End Sport 2015 and 2017 forums on areas that include: financial, nutrition, accessibility, leadership and engaging volunteers.

Objective:	Typical Activities: <i>List the activities required to accomplish the goal</i>
<ul style="list-style-type: none"> • Create and administer a pilot project 	<ul style="list-style-type: none"> • Deliver a pilot program based on the new Framework for North End Sport following review and feedback. • Evaluate pilot program and prepare a report on the feasibility of pilot that also outlines potential adjustments to the Framework report.
<ul style="list-style-type: none"> • Engage, coordinate or create a North End Sport Committee 	<ul style="list-style-type: none"> • Enlisting new stakeholders/members. • Create a vision and establish values for sport delivery with North End Sport specific stakeholders. • Creating a newsletter or e-mail group network, (similar to the North End Community Helper’s Network). • Sharing organization, event calendars, sports registration deadline information and other related training opportunities. • Setting up a tracking method for capturing past, current and future sport activities/events in the North End. • Promote neighborhood/community sport through social platforms and assist community groups to navigate for funding bodies and resources from government and other partners.

FORMAL EDUCATION/TRAINING AND EXPERIENCE:

Indicate combinations of education/training and experience that would minimally be required for an incumbent in the job

Education/Training: <i>Specify level of education or training minimally required (grade 12, courses, community college diploma, university degree, etc.)</i>	Experience: <i>Specify type of experience, and minimum number of years required for this position</i>
<ul style="list-style-type: none"> • University Degree or College Diploma in related field (Leisure Sciences, Kinesiology, Education, etc). • 	<ul style="list-style-type: none"> • 1-3 years experience in Community Development • Knowledge and experience working in North End •
<ul style="list-style-type: none"> • Driver’s licence and vehicle 	<ul style="list-style-type: none"> • Experience or a good understanding of Community Development methods and principles •

OTHER KEY SKILLS/KNOWLEDGE:

- Attention to details
- Effective organizational skills
- Works well under minimal supervision

- Strong verbal
- Knowledge of sport and community center sport systems
- Attention to detail and high level accuracy
- Strong verbal and written communication skills
- Creative and goal oriented
- Experience with writing large proposals
- Project management skills
- Experience with project/program implementation
- Ability to work as a team member and independently
- Excellent computer skills with proficiency in Microsoft Office applications

PERSONAL CHARACTERISTICS:

- Experience and or knowledge of the North End and it's encompassing communities.