



1090 Aerowood Drive Unit 1A, Mississauga, ON, L4W 1Y5

Overview:

Position: **Regional Coordinator, North East Region – Timmins, ON**

Term: **Full Time – Two Year Contract (strong chance of renewal)**

Salary: \$48,000 - \$50,000

Deadline: Friday March 9th

Start date: April 2nd, 2018

Location: **Timmins, Ontario**

About the Aboriginal Sport & Wellness Council of Ontario (ASWCO):

The Aboriginal Sport & Wellness Council of Ontario (ASWCO) is the Provincial/Territorial Aboriginal Sport Body (P/TASB) for Ontario. ASWCO serves and provides for more than 130 Aboriginal communities and 29 Friendship Centers and those living in rural and urban settings, encompassing approximately 300,000 Aboriginal Peoples across the Province.

ASWCO promotes healthy living and offers training, certifications and support for coaches, athletes and other organizations in each of the 6 regions: Northwest, North Central, Northeast, Central, Southeast and Southwest Ontario.

Please see our website for more information: <http://aswco.ca/>

Summary:

The Aboriginal Sport and Wellness Council of Ontario is seeking an ambitious, knowledgeable, motivated individual to work in the area of sport development in the Northeast region of Ontario. The Regional Coordinator is responsible for developing, coordinating and administering sport and recreation programs at the community and regional level, driven by the need of First Nations, Inuit and Métis communities in Ontario. By successfully implementing these programs, the Regional Coordinator will help increase the participation of Indigenous peoples in sport, recreation and physical activity, contributing to enhanced well-being, community capacity and youth engagement. . The Regional Coordinator will reside in the Timmins, North-East region of Ontario and work within that designated location. The successful candidate must be familiar with Indigenous communities in this region and work in partnership with all other Regional Coordinator's and ASWCO management staff, and participate in weekly calls, updates and reports as required. The Regional Coordinator is a full-time position, at 37.5 hours per week.

Duties and Responsibilities:

- Serve as first point of contact for ASWCO programs and services in the designated region.
- Develop, deliver and evaluate successful sport, physical activity and wellness programs in the region, in alignment with the values and strategic priorities identified by ASWCO.
- Collaborate and partner with Indigenous communities within the region to determine priority programs and community needs.
- Develop and implement work plans, with clearly identified tactics and timelines, based on the specific needs of the region.
- Create partnerships and engagement with local and regional First Nations, Métis, Inuit and overarching Indigenous organizations and other stakeholder organizations.
- Submit monthly reports to the Manager of Regional Development and participate in a weekly teleconference.
- Create and maintain a network within the region to support Indigenous community-based planning, programming and participation.
- Coordinate and implement Indigenous sport leader's strategy by promoting the Indigenous Coaching Modules and other leadership development courses to communities.
- Recruit, coordinate and manage ASWCO volunteers and community leaders to facilitate and support programming.
- In consultation with the Manager of Regional Development establish workable budgets for regional initiatives and programs.
- Act as a ASWCO ambassador and communicate and promote ASWCO programs and initiatives to a range of audiences at every opportunity.
- Support projects that provide opportunities for persons from identified under-represented populations to actively participate in sport, including in roles as athletes, coaches, officials, administrators and volunteer leaders.
- Follow established and approved financial control systems including: reconciliations, expense claim reports, contractual arrangements and others.
- Attend local, regional, and provincial association meetings as required.
- Create and maintain ASWCO's databases.
- Perform others related duties as required.

Qualifications:

- In-depth understanding of the Indigenous Sport System (North American Indigenous Games,
 - National Indigenous 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, Metis and Inuit;
- Must have first-hand experience working in Indigenous communities, with Indigenous communities and have specific knowledge of Indigenous communities within region;

- Expertise in community and sport development, program design and implementation;
- Knowledge of best practices in Indigenous community development and engagement with an emphasis on cultural values;
- Highly organized self-starter with project management experience;
- Superior oral and written communication skills;
- Knowledge of work plan development and implementation;
- Must have experience in leadership and assessment skills/techniques;
- Knowledge of Microsoft Office (Word, Excel, Powerpoint, Outlook, etc), social media, blog sites and e-newsletter programs.
- Excellent team building and facilitation skills, with an ability to direct, delegate and support community volunteers and partners;
- Must have valid driver's license and have access to a vehicle;
- Must be willing to accommodate a flexible work schedule, with some evenings and weekends as required;
- Excellent interpersonal/networking skills and issues management/problem solving skills;
- Superior organization skills; ability to manage complex workload, meet tight deadlines;
- A demonstrated commitment to high professional ethical standards and a diverse workplace;
- A service-oriented, positive, resourceful personality, with a sense of humour;
- Must be willing to travel extensively within the region; and,
- Proven track record of working independently.

How to Apply:

Resume with a cover letter are to be submitted by Friday March 9th, 2018 at 11:59 pm.

Please submit your application to:

TC Vardalos
 Aboriginal Sport and Wellness Council of Ontario
 1090 Aerowood Drive, Mississauga ON, L4W 1Y5
 Email: tc.vardalos@aswco.ca
 Fax: 905-412-0325

The Aboriginal Sport and Wellness Council of Ontario (ASWCO) 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.