



## INDIGENOUS SPORT & WELLNESS ONTARIO

### Position: Manager, Sport & Athlete Development

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

**Term:** Full-Time, 6 Month Contract, with opportunity for renewal based on performance.

**Salary:** Based on qualifications and experience.

**Closing Date:** This position will be posted until filled.

#### Perks and Benefits

- Cultural Leave: Leave with pay (after three months probation) for cultural purposes for up to five days per year (sweats, feasts, ceremonial cycles, etc.).
- Professional Development Stipend: To encourage our team to keep growing, we offer a stipend for continued learning.
- Technology: Get hooked up with a laptop to do your best work.

#### About Indigenous Sport and Wellness Ontario

Indigenous Sport and Wellness Ontario (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 a highly motivated, experienced, and positive natural leader for the position of Manager, Sport & Athlete Development who has an intimate understanding of sport program development and the Indigenous sport landscape.

Reporting to the Executive Director, the incumbent will work with the sports team to develop and manage ISWO's sport and athlete development programs. The Manager will provide overall leadership, strategic planning and direction for the sport portfolio. They will be responsible for budgeting, program development and services, stakeholder relationships, event management





and continued growth of ISWO's sport and athlete development programs that are in line with the organizations mandate and key deliverables. At the same time this role should support enhancing the mission, image, and reputation of ISWO as the designated and official provincial sport body, and its sport programs and events, with the overall goal of increasing participation in sport for wellness, at all levels, ages and abilities.

The Manager of Sport and Athlete Development, will lead ISWO's sport and athlete development programs including the management of Team Ontario: organizing tryouts, selection and management of athletes, coaches, managers, and chaperones for events such as the National Aboriginal Hockey Championships (NAHC) and North American Indigenous Games (NAIG). They will also be responsible for planning and delivery of regional and provincial events such as the Ontario Native Basketball Invitational (ONBI), Ontario Native Volleyball Invitational (ONVI), Ontario Indigenous Summer Games (OISG), Masters Tour events and other competitive adult sport programs and multi-sport camps. In addition, they will plan the engagement and growth of athletes, coaches and officials including increased numbers of certified Indigenous coaches and officials in the province, and creation and implementation of Long-Term Athlete Development strategies for Indigenous peoples in Ontario.

The manager will be leading and managing change, and creating an inclusive culture and environment where athletes, teams, coaches, families and communities are fully supported in their pursuit of sport participation and excellence. The position requires extensive collaboration with a broad range of stakeholders including Indigenous communities and organizations, provincial and national sport bodies, funders, sponsors, post-secondary institutions, coaches, and athletes.

### **Primary Responsibilities:**

- Oversees the planning, facilitation and delivery of all sport programs, initiatives and special events, across the province, for all age categories and levels of ability.
- Develop and implement a strategic plan for the sport department to improve and grow its portfolio including Team Ontario, sport programs and athlete development to ensure we reach our deliverables.
- Oversees and participates in the planning and implementation all Team Ontario programs, activities and initiatives, with the aim of increasing awareness, participation, and skills for athletes across all regions of the province.
- Builds and maintains relationships and works collaboratively with both Provincial and National Sport bodies, to help support Indigenous athlete development and delivery of ISWO's sport programs.





- Develops, manages and improves appropriate plans, programs, procedures and agreements which support the accomplishment of ISWO's sport program priorities, obligations and objectives.
- Leads the development and implementation of policies, protocols and procedures for Team Ontario, and all sport programs (i.e., Athlete Code of Conduct, Concussion Protocols and Policy Safe Sport, etc.).
- Work collaboratively with the P/TASBs regarding athletes, programs and high-performance systems in and from their respective provinces.
- Liaises with communities, organizations and relevant Sport and Indigenous committees, as well as staff and volunteers from Provincial Governing Bodies, and represents the organizations interests, motivations and contributions.
- Plans, prioritizes, and manages the work of employees, providing strategic and tactical advice, guidance, and coaching.
- Manages performance by establishing performance standards, reviewing, and evaluating performance and conducting formal performance reviews on an ongoing basis.
- Assesses staff training and development needs to ensure that employees receive training required to improve and sustain successful performance.
- Prepares annual operating reports, annual applications for financial assistance and other reports as required for funding and sponsorship partners.
- Enforces applicable organizational policies and procedures.

#### **Other Responsibilities:**

- Acts as an ISWO ambassador; communicating and promoting ISWO programs and initiatives to a range of audiences at every opportunity.
- Follows established and approved processes, policies and financial control systems including: reconciliations, marketing and brand guidelines, expense claim reports, contractual arrangements and others as stipulated.
- Makes recommendations for action to assure the continued success of the organization.
- Organizes, leads, attends and actively participates in departmental and staff meetings as required.
- Participates as a member of the Senior Management Team, providing regular updates, addressing issues and concerns, and crafting solutions.
- Determines new systems and procedures, and changes to existing procedures to improve program services and operations.
- Makes budget decisions and advises on the appropriate allocation of resources in consideration of sport program objectives.
- Performs others related duties as assigned.





## Qualifications:

- University degree, or equivalent experience in sport administration, sport management or sport business professional leadership positions.
- A minimum of 3-5 years experience in sport/athletics leadership.
- Experience and knowledge of Indigenous communities such as First Nations, Metis and Inuit.
- Proven leadership skills, including management, coaching, teambuilding, and supervisory skills.
- Experience planning and managing both large- and small-scale sporting events.
- Excellent communication and interpersonal skills; must have the ability to interact effectively with a wide variety of people from every level of the provincial sport structure and in many situations, with outside groups (Indigenous leadership, sponsors, sport organizations, funders, coaches, media, etc.).
- Expertise in high performance sport models and the implementation of same.
- Experience managing and motivating a team of staff, both in office and remotely.
- Strong planning skills: ability to prioritize among many competing demands and meet deadlines.
- Strong analytical, interpretive, and problem-solving skills; ability to research and propose new initiatives.
- Innovative with the ability to exercise good judgment in making independent decisions.
- Ability to adapt to and implement new technologies.
- Comprehensive knowledge of related legislation, managing risk in a sport, compliance & eligibility.
- Passionate and personable with a proven ability to elicit and foster trust, develop positive working relationships, and work effectively with communities, coaches, stakeholders and athletes.
- 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) is an asset.
- A demonstrated commitment to high professional ethical standards and a diverse workplace.
- Self-motivated and a total team player.
- Excellent customer service skills, and a positive and resourceful personality.

## How to Apply:

Please submit a cover letter and résumé highlighting pertinent education, work experience and contact information for three professional references to the HR Committee at [careers@iswo.ca](mailto:careers@iswo.ca) with the title of the position as the subject line.





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

*Knowledge of and/or lived experience with an Indigenous culture, including land-based activities, spiritual understanding, importance of Elders, etc. is considered an asset. We encourage applicants to self-identify if First Nations, Metis or Inuit.*

*Indigenous Sport & Wellness Ontario is committed to providing a barrier-free work environment in compliance with the Accessibility for Ontarians with Disabilities Act and the Ontario Human Rights Code. As such, ISWO will make accommodations available to applicants with disabilities upon request during the recruitment process.*

*ISWO strives to ensure that its employment practices are free from direct and indirect discrimination and is committed to upholding the human rights of those participating in the hiring process. In pursuit of this commitment, ISWO will not condone or tolerate any acts of discrimination or harassment under any of the grounds protected under human rights legislation. This commitment extends to the hiring process and throughout the course of employment.*

*While we appreciate all applications, only those candidates short-listed for an interview will be contacted. However, we welcome applicants to contact HR if they wish to follow up on an application or inquire about other opportunities at ISWO at [careers@iswo.ca](mailto:careers@iswo.ca).*

