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GENERAL INFORMATION

Job Title:	Sports & Leagues Assistant
Department:	Programming
Immediate Supervisor:	Program Manager

JOB DESCRIPTION SUMMARY

Under the supervision of the Program Manager, the Sports and Leagues Assistant works as part of the programming team to support the planning, coordination, and delivery of leagues and sports pop-up events. The Sports and Leagues Assistant plays a key role in promoting community participation in physical activity through organized sports and recreational activities. This position is responsible for fostering a positive environment that encourages teamwork, sportsmanship, and skill development.

CORE RESPONSIBILITIES AND DUTIES

- **Coordinates Sports Activities:** Assist in organizing and running sports leagues, tournaments, sports pop-up days and other recreational games and activities.
- **Maintain Safety:** Ensure all activities follow safety protocols and participants are using equipment appropriately and responsibly.
- **Encourage Participation:** Promote inclusivity and ensure all participants have the opportunity to participate, regardless of skill level.
- **Support Team Operations:** Collaborate with other sports and leagues staff, coaches, and other volunteers to ensure smooth execution of sports programs.
- **Monitor Health and Well-being:** Identify and respond to any injuries or concerns; reports incidents to appropriate staff and supervisors.
- **Communication:** Maintain professional communication with participants and community members regarding schedules and events.
- **Support Animators:** Collaborate with other animators and staff to ensure smooth day-to-day operation of sports and leagues and community events
- **Provide Feedback:** Participate actively in debriefs with all animators and supervisors.

Perform any other job-related duties as required by the Immediate Supervisor.

ACCOUNTABILITY

- To act in emergency situations and make immediate decisions according to established safety protocols.
- To provide a safe environment for KYC members to participate in programming activities.
- To ensure the successful implementation of KYC programming.
- To provide supervision and guidance to KYC members while they participate in programming activities.
- To determine the most effective ways to organize KYC activities to maximize KYC member participation.
- To project the lifestyle of positive role model.
- To maintain confidentiality and adhere to KYC policies and procedures.

WORKING CONDITIONS

- 20 hours a week (Monday to Friday, with some evening and weekend work as well as extended hours required for training and/or community events)
- Some activities require basic physical fitness levels and the ability to participate in sporting and recreational activities.
- Exposure to outdoor weather conditions and the elements during field trips as well as other scheduled KYC activities.
- Moderate stress levels associated with working and interacting with children and adults in a supervisory capacity.

QUALIFICATIONS	
Education and Experience Requirements	<ul style="list-style-type: none"> • Experience working/ volunteering in sports and recreational settings. • Experience in leading and animating activities. • Current Certification in First Aid and CPR
Knowledge, Skill, and Ability Requirements	<ul style="list-style-type: none"> • Excellent communication and leadership skills • Ability to engage and motivate children in a variety of activities or games. • Problem-solving skills • Creative, energetic, and enthusiastic personality • Ability to work as a part of a team. • Knowledge of the community of Kahnawà:ke awareness of youth, cultural and socio-economic issues facing the community • Sensitivity and openness to cultural traditions, diversity, and willingness to adapt services to reflect cultural traditions and norms. • Lifestyle of a positive role model • Strong interpersonal skills including tact, maturity and sensitivity to individuals and conditions in different cultural and organizational contexts. • Knowledge of Kanien'keha and French languages is an asset

Incumbent

Date

Program Manager

Date

Executive Director

Date