



JOB OPENING

Extended Local Posting

Sports Academy Coordinator

Sports & Leisure Department

The **Sports Academy Coordinator** plans, coordinates, implements, and evaluates the Sports Academy Program. Oversee daily operations, supervise staff, manage administrative processes, build partnerships, and ensure program activities align with objectives while promoting healthy, active lifestyles.

KEY RESPONSIBILITIES

- Plan, organize, and oversee programs, training sessions, and seasonal activities
- Ensure programs align with athlete development models and organizational goals
- Develop and implement programs and initiatives for the Sports Academy in collaboration with Coordinators, Minor Sports, Managers, Coaches and other stakeholders
- Prepare and manage staff and program schedules
- Oversee the safety and well-being of participants and staff
- Provide leadership, mentorship, and ongoing support to staff
- Supervise and support program Coordinators, and/or volunteers
- Evaluate instructors and identify training and professional development needs
- Participate in budget planning and monitor program expenditures
- Collaborate with schools to support student academic development through the program
- Coordinate meetings with schools and Minor Sports
- Ensure all participants and staff adhere to Minor Sports Policies, and the B.E.A.R. Program Guidelines
- Prepare and submit monthly reports on staff performance and program outcomes
- Perform other related tasks as requested

QUALIFICATIONS

- High School Diploma or equivalent in Recreation Sports Management or in a related field
- 1 to 3 years of relevant experience
- Fluency in Cree and English, French an asset
- Certifications in First Aid / CPR
- Coaching, Safe Sport or Respect in Sport Certifications
- Valid Class 5 Drivers License
- Must obtain current CPIC to obtain a job interview

Status: **Regular Full-time / 35 hours a week**
Subject: **Six (6) Month Probation**
Salary: **\$ 27.58 - \$ 41.37**
Regional Disparity Allowance: **\$461.54 / bi-weekly**

Job description available upon request. Please submit your resume by **July 28, 2026**, via email to jobpostings@wemindji.ca or by scanning the QR code, by clicking the link or by mail: Human Resources Department, Cree Nation of Wemindji, 21 Hilltop Drive, P.O Box 60, Wemindji, QC, J0M 1L0