



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.



JOB OPENING

Local Posting

Sports Academy Coordinator

Sports & Leisure Department

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 17, 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