



Sport & Recreation Coordinator

Cadotte Lake, Alberta - Treaty 8 Territory

Position	Full-Time
Reports To	Director of Education or Designate
Schedule	Flexible schedule, including afternoons, evenings and some weekends

Housing available/negotiable as part of the employment package | Start: As soon as a suitable candidate is identified

The Opportunity

Woodland Cree Education Authority (WCEA) is seeking an energetic, organized and community-minded Sport & Recreation Coordinator to help develop a strong, year-round culture of sport, recreation, physical literacy and healthy living for children and youth in Woodland Cree First Nation.

This is a hands-on position that connects Cadotte Lake School athletics with community sport and recreation opportunities, providing children and youth with meaningful opportunities to participate, develop skills, compete, lead and belong.

The Coordinator will work closely with the Director of Education, school administration, Physical Education Teacher, Woodland Cree First Nation, families, coaches and community partners to develop accessible and sustainable programming both within and beyond the regular school day.

Key Responsibilities

- Coordinate after-school, evening and weekend sport and recreation programming.
- Support Cadotte Lake School athletics, teams, tournaments and extracurricular activities.
- Develop seasonal sport and recreation calendars based on student and community interests.
- Coordinate practices, games, tournaments, transportation, permissions, equipment and related logistics.
- Support opportunities in basketball, volleyball, soccer, badminton, hockey, baseball/softball, fitness, outdoor recreation and other activities based on community interest.
- Connect youth with regional and provincial camps, clinics, leagues and athlete-development opportunities.
- Recruit, support and help develop community coaches, officials and volunteers.
- Support NCCP, First Aid/CPR, Safe Sport and other relevant training opportunities.
- Create leadership and mentorship opportunities for older students and young adults.
- Build partnerships with neighbouring First Nations, provincial sport organizations and recreation associations.
- Develop opportunities for land-based recreation, traditional games and culturally meaningful activities in collaboration with community members, Elders and Knowledge Keepers.
- Maintain program calendars, participation records, equipment inventories, budgets, permissions and safety documentation.
- Support tournament and team travel planning.
- Assist in identifying grants, sponsorships and partnerships that can expand sport and recreation opportunities.
- Provide regular program updates and reporting to WCEA leadership.



Role clarity: The Coordinator will work collaboratively with the Physical Education Teacher. Curriculum-based Physical Education instruction remains the responsibility of the teacher, while the Coordinator's primary focus is extending sport, recreation and development opportunities beyond the instructional program.

Qualifications & Experience

We recognize that strong sport and community leaders can come through different professional pathways.

We welcome candidates with education and/or practical experience in areas such as **Sport or Recreation Management, Kinesiology, Physical Education, Community Development, Indigenous Sport and Recreation, Coaching, Youth Work, Education, Outdoor Recreation**, or a related combination of education, certification, leadership and practical experience.

- Experience coaching, organizing or delivering sport/recreation programs.
- Experience working effectively with children and youth.
- Strong organizational, communication and relationship-building skills.
- Ability to independently coordinate multiple programs, activities and events.
- Ability to work collaboratively with school staff, families, coaches and community leadership.
- A strong commitment to youth development, physical activity and healthy living.
- Cultural humility and willingness to learn from Woodland Cree community members, Elders and Knowledge Keepers.
- Flexibility and willingness to work non-traditional hours.
- A genuine commitment to helping children and young people succeed.

Assets

- NCCP coaching certification.
- Recreation or sport-development certification.
- Standard First Aid/CPR or Mental Health First Aid.
- Outdoor leadership or Paddle Canada certification.
- Experience working in a First Nations or northern community.
- Experience with school athletics or organizing tournaments, leagues or camps.
- Experience with grant writing or sport sponsorship.
- Experience with strength and conditioning or athlete development.
- Knowledge of Cree culture, language or Woodland Cree First Nation.

Schedule

This position is structured around the times when children, youth and families are most available.

The successful candidate should expect to work afternoons, after-school hours, evenings and some weekends, together with daytime hours for planning, administration, meetings and partnership development.

Tournaments, camps and special events may occasionally involve extended days or overnight travel. Hours of work and time off will be scheduled in accordance with operational requirements, WCEA policies and applicable employment standards.

Conditions of Employment

- Satisfactory Criminal Record Check.
- Vulnerable Sector Check.



- Valid driver's licence and acceptable driver's abstract.
- Current First Aid/CPR certification or willingness to obtain it.
- Required Safe Sport training.
- Ability to travel with teams and programs when required.
- Ability to work afternoons, evenings and weekends as required.
- Ability to perform the physical requirements associated with sport and recreation programming.

What WCEA Offers

- Full-time employment.
- Competitive compensation based on qualifications and experience.
- Housing available/negotiable as part of the employment package.
- Benefits in accordance with WCEA employment provisions.
- Flexible scheduling appropriate to the operational requirements of the position.
- Professional development and sport/coaching certification opportunities.
- Support to develop innovative school and community programming.
- Access to school and community recreation facilities and resources.
- An opportunity to make a meaningful contribution to the lives of Woodland Cree children, youth and families.

How to Apply

Please submit your resume and cover letter to:

Human Resources
Woodland Cree Education Authority
hr@cadottelakeschool.ca

Competition: Open until a suitable candidate is identified.