



Purpose

The Sport and Wellness Coordinator provides strategic leadership for physical literacy, student wellness, sport development, and Comprehensive School Health initiatives across Woodland Cree First Nation Education Authority.

This role supports the implementation of the Education Authority's Comprehensive School Health Framework, Treaty-Based Education priorities, and the Government of Canada's Sport for Social Development in Indigenous Communities (SSDIC) initiative.

The Sport and Wellness Coordinator is responsible for creating and sustaining a school and community culture that promotes lifelong wellness, physical literacy, positive mental health, leadership development, cultural identity, healthy relationships, and active living for all learners.

This leadership assignment extends beyond traditional athletic programming and supports whole-school approaches that improve student engagement, attendance, belonging, resilience, and educational success.

Responsibilities

Reports to the Director of Education

The Sport and Wellness Coordinator shall:

Physical Literacy Leadership

- Lead the implementation of a school-wide [Physical Literacy Framework](#) aligned with [Canadian Sport for Life \(CS4L\) principles](#).
- Support the integration of physical literacy into physical education classes, recess programming, land-based learning opportunities, intramural activities, and extracurricular programs.
- Promote lifelong participation in physical activity through developmentally appropriate opportunities for all students.
- Coordinate physical literacy assessments using approved [Canadian Sport for Life PLAY tools](#).

- Monitor and evaluate student participation, engagement, and physical literacy development.

Comprehensive School Health

- Support implementation of the Woodland Cree First Nation Education Authority [Comprehensive School Health Policy](#) and related strategic priorities, including the Woodland Wellness Committee.
- Promote healthy school environments that support physical, emotional, mental, spiritual, and social well-being.
- Collaborate with school staff, families, Elders, health professionals, and community agencies to support student wellness initiatives.
- Assist in the development and implementation of school-wide wellness campaigns, events, and activities.
- Support attendance improvement initiatives through sport, recreation, cultural engagement, and relationship-building strategies.

Mental Health and Social Development

- Support student mental health and wellness through culturally responsive physical activity and recreation programming.
- Utilize circle processes, reflection activities, and wellness-focused practices before and after sport and recreation activities.
- Promote positive relationships, leadership development, teamwork, inclusion, and belonging.
- Support the development of safe, caring, respectful, and inclusive learning environments.

Sport Development and Community Programming

- Coordinate extracurricular athletics, tournaments, recreation opportunities, leadership camps, and community wellness events.
- Lead development of annual school and community sport and recreation calendars.
- Support the planning and delivery of summer camps, outdoor adventure experiences, land-based learning opportunities, and youth leadership programs.
- Promote equitable access to sport and recreation opportunities for all students.

Training and Capacity Building

- Coordinate training opportunities for staff, coaches, volunteers, educational assistants, and community members.
- Promote and facilitate [NCCP training](#), Canadian Sport for Life training, Physical Literacy training, and related professional learning opportunities.
- Support the development of local coaching and leadership capacity within Woodland Cree First Nation.

Interagency and Community Collaboration

- Represent Woodland Cree Education Authority at Interagency meetings and related community planning forums.
- Collaborate with Health, Social Services, Recreation, Justice, Youth Services, and community organizations to support coordinated wellness initiatives.
- Develop partnerships that enhance opportunities for students and families.

Data Collection, Reporting and Evaluation

- Collect, analyze, and report participation data, physical literacy assessments, wellness indicators, and program outcomes.
- Capture qualitative stories, student experiences, and evidence of program impact.
- Support annual reporting requirements associated with external funding agreements, including Sport Canada and related initiatives.
- Prepare regular reports and presentations for the Principal, Director of Education, Board of Education, Chief and Council, and funding agencies.

Safe Sport and Risk Management

- Promote and maintain safe sport environments that are free from harassment, abuse, discrimination, and maltreatment.
- Support implementation of policies consistent with the Universal Code of Conduct to Prevent and Address Maltreatment in Sport (UCCMS).
- Ensure activities comply with school, provincial, federal, and organizational safety requirements.

Leadership Expectations

The Sport and Wellness Coordinator shall:

- Serve as the school-wide lead for physical literacy, wellness, and active living initiatives.
- Demonstrate leadership consistent with the Alberta Leadership Quality Standard and Woodland Cree First Nation Treaty-Based Education priorities.
- Provide annual program plans, measurable outcomes, and evaluation reports.
- Participate in evening and weekend programming as required to support community engagement, athletic events, tournaments, camps, wellness initiatives, and special projects.
- Support continuous improvement efforts that contribute to student success, wellness, attendance, engagement, and lifelong healthy living.

Term

This assignment is reviewed annually and remains subject to available funding, strategic priorities, program requirements, and approval by the Director of Education.

Compensation associated with this assignment shall be outlined separately in accordance with the Additional Leadership and Specialized Service Allowance Framework.