



## **Tribal Chiefs Ventures Inc. Employment Opportunity**

**POSITION:** League Coordinator – Tribal Chiefs Ventures Inc.- Indigenous Rookie Ball League  
**WHERE:** Tribal Chiefs Ventures Inc. St. Paul, Alberta office  
**TERM:** Term Contract – 5 months (May-September), Up to 35 hours per week, (\$20/hr)

Tribal Chiefs Ventures Inc. is currently seeking a League Coordinator to oversee the Jays Care Foundation Rookie Ball League in the St. Paul, AB office. The program will run from mid-June to the end of September and includes baseball/softball practices and games for the 6 member First Nations: Beaver Lake Cree Nation, Cold Lake First Nations, Frog Lake First Nations, Heart Lake First Nation, Kehewin Cree Nation, and Whitefish Lake First Nation No.128. This unique baseball/softball program is community based designed to bring families and community members together to connect and have fun. The program will help enhance the life skills and physical health of our children and youth aged 5 to 8 years while providing them with opportunities to thrive and succeed. We require an enthusiastic, motivated, flexible individual with knowledge of the sport and exceptional teamwork and organizational skills. This individual will directly report to the TCVI Jordan's Principle Coordinator.

### **Job Requirements:**

- Attend a 2-day Virtual training with Jays Care at the onset of employment mid-May 2022
- Research, plan, develop, implement the Rookie League.
- Raise awareness of the program, recruit coaches, and recruit players in each participating First Nation.
- Organize the practice and game play schedule and the system for teams.
- Assist Jays Care with Virtual coaches training and community visits June 2022.
- Provide programming support to participating First Nations.
- Manage league logistics daily (daily contact with coaches; balance needs of league teams; problem solving)
- Liaise regularly with Jays Care to plan trainings, tournaments, and special events.
- Complete end-of-program report.
- Plan and coordinate final tournament for teams to attend (Food, diamonds, transportation, & volunteers).
- Distribute uniforms, equipment, and other materials as needed.
- Responsible for organizing transportation in each community.
- Able to perform duties during evenings and weekends due to game schedules.
- Perform other duties as assigned or required.

### **Qualifications:**

- Knowledge of baseball/softball.
- Experience in physical education/recreation or equivalent combination of experience is an asset.
- Good analytical skills; and people management and conflict resolution skills
- Excellent organizational and time management skills
- Experience working in First Nations is an asset.
- Excellent computer skills.
- Excellent verbal and written communication skills
- Knowledge of the Cree/Dene, tradition, or language is an asset.

### **Additional Requirements:**

- A valid driver's license and access to a reliable vehicle.
- Must be willing to travel when required.
- A clean Vulnerable Sector Report and Criminal Record Report.
- Coaching certification.

Please apply no later than **May 11, 2022, at 4:30 p.m.** with a resume, cover letter, clean Vulnerable Sector Report and Child Intervention Record Check dated within 6 months to  
TCVI Jordan's Principle Coordinator at the following address:  
**EMAIL:** [sangus@tcvi.ca](mailto:sangus@tcvi.ca)

**We thank all candidates for their interest; however, only individuals selected for interviews will be contacted.**