



Anticipated Start Date: March 2025	Accepting Applications until: Open until filled
Job Title: Ice Program Coordinator	Reports to: Director Hockey & Ice Programs
Location: Winnipeg, Manitoba	Hours: Full time – (varied hours based on program requirements)

Summary

Dakota Community Centre (DCC), located in South St. Vital in Winnipeg, is looking for an enthusiastic, Ice Program coordinator who thrives in client-first service to DCC ice programs. This position will be responsible for planning, organizing, managing and coordinating successful ice programs for a variety of user groups.

Responsibilities

As the Ice Program Coordinator, and working in collaboration with Director Hockey & Ice Programs, you will oversee and provide on-ice leadership for hockey camps, clinics, programs and youth leagues. This will include budget planning and control, program design, scheduling, client communication and collaboration with client user groups and internal staff.

This role is key in ensuring the smooth and efficient operation of all ice programs at DCC and is a key liaison between the facility and its ice user groups, ensuring a positive experience for all.

- Responsible for the successful delivery of DCC ice programs. In this role you would communicate with user groups, facility staff and program partners to ensure that programs are properly staffed, program supplies are available and program content is appropriate to user groups skill levels and expectations.
- Responsible for monitoring and taking action to ensure that registration levels are at the appropriate level to profitably run the ice programs
- Responsible for scheduling and managing all aspects of any youth leagues that are run at DCC.

Qualifications

- Must be a minimum of 18 years of age.
- Must be available to work evenings and weekends including statutory holidays if required.
- Experience and technical understanding of skating and hockey programs. Experience in programming for other ice sports would be considered an asset.
- Able to perform physical duties such as lifting, carrying and moving objects

- Ability to exercise initiative and make decisions in accordance with applicable rules, regulations and policies set forth by DCC.
- Must be a good communicator, referring specific questions to the appropriate person and can handle public inquiries in a courteous manner.
- Demonstrate strong time management and problem solving skills.
- Must be able to work independently and as part of a team.
- Display diplomacy and tact when dealing with user groups.
- Basic knowledge of administrative software such as Microsoft Suite/Office.
- Flexibility in availability to meet the demands of DCC
- Valid Standard First Aid, CPR and AED certificate is desired or in progress
- Must be able to complete a successful Child Abuse Registry check
- A combination of relevant education and experience will be considered.

For Further Information

Please refer to the full job description online at www.dakotacc.com. We invite interested people to apply as soon as possible. Submit resumes via email to HR@dakotacc.com. Please include a short cover letter outlining your qualifications and experience as well as salary expectations. Our objective is to provide our employees with a safe and healthy workplace. We seek diversity in our workplace and encourage all who are interested to apply for this role regardless of age, gender or culture.

About Dakota Community Centre Inc.

With our Mission of being a gathering place providing excellence in sport and recreation for everyone, Dakota Community Centre is one of the largest and most successful community centre operations in the City of Winnipeg. Serving nearly 12,000 households in South St. Vital for more than 30 years, Dakota CC offers a broad range of sport, recreation and social programs for catchment area members and beyond. Our facility features the Jonathan Toews Sportsplex, which includes a twin ice pad, gymnasium, office space and our newly renovated event centre and a 60,000 sq.ft. multi-purpose Fieldhouse which features an indoor track, hardwood floor gymnasium and other amenities.