

General Manager of Sports & Recreation

Duration:

Indeterminate, Full Time -
Twelve (12) Month Probation
Period

Division:

Sports & Recreation Unit

Salary:

\$75,036.00 - \$84,766.50 per
year (37.5 hours per week)

Deadline To Apply:

February 24, 2026 4:00 pm

Details

Purpose:

Under the supervision of the Director of Sports and Recreation, oversees and directs the operations of the Sports & Recreation functions.

Is charged with the development, execution, and oversight of Operational planning, which will effectively meet the sporting & recreational needs of the community of Kahnawà:ke.

Roles & Responsibilities:

To determine and set priorities for Sports & Recreation.

- Develops and ensures the execution of an operational plan
- Directs the development of a recreational facility/field usage & enhancement plan
- Directs the implementation of projects & special events
- Evaluates program functions and viability to meet future needs
- Defines structure and functions for sports & recreation
- Establishes benchmarks for revenue generation.

To manage the operations of Sports & Recreation.

- Develops and manages the budget for sports and recreation functions
- Identifies Process and System requirements
- Oversees the management of resources, including human resources
- Ensures quality assurance in all service delivery
- Oversees the performance of the Sports & Recreation functions
- Establishes policies and standards for Sports and recreation functions

To establish a network with Community Sports & Recreation Organizations.

- Represents Sports and Recreation in all sport & recreational matters
- Develops partnerships, relationships, and protocols for the Sports and Recreation with community sporting & recreational bodies

- Ensures clear and collaborative channels of communication are developed & maintained with community sporting & recreational bodies
- Liaise with external recreational bodies
- Acts as secretariat to the Kahnawà:ke Athletics Commission (KAC) as required.

To support the Director of Sports & Recreation with community sporting events and initiatives.

- Provide support as needed in the coordination of the Kahnawà:ke Athletic Events Commission
- Provide support as needed in the coordination of Team Kahnawà:ke at the North American Indigenous Games
- Provides support as needed in the coordination of tournaments and sporting events
- Provides support as needed in fundraising and proposals.

Education & Experience:

- Bachelor's Degree in Business Administration or a Related Field, plus one (1) year relevant experience;

OR

- DEC in Business Administration or a Related Field, plus three (3) years relevant experience;

OR

- High School Diploma, plus five (5) years relevant experience.

Knowledge, Skills, Abilities & Other Attributes:

- Knowledge of all Kahnawà:ke SRU programs and services;
- Knowledge of MCK policies, programs, administration, and operational procedures;
- Knowledge of the structure and policies of federal, provincial, and aboriginal organizations;
- Knowledge of strategic and operational planning;
- Budgeting skills (projection and monitoring);
- Management skills (supervision and team leadership);
- Project management skills (planning & implementation);
- Facilitation skills (group and interpersonal);
- Organizational skills (administration and coordination);
- Research skills (analysis and problem solving);
- Communication skills (oral and written);
- Ability to use judgment and take initiative;
- Ability to work independently and with a team;
- Ability to communicate in the Kanien'kéha and French languages is an asset;
- The willingness to learn the Kanien'kéha language is required.

Working Environment:

- Five-day work week and normal office environment;
- Occasional overtime may be required;
- Some night and weekend work may be required;
- Considerable stress and productivity pressure.

Requirements:

Please address your application to MCK Human Resources. Forward your complete application via e-mail only to: **Applications@mck.ca**

- Ensure complete applications are submitted, including Letter of Intent and Resume. Incomplete applications may not be considered.
- Only candidates selected for an interview will be contacted.
- Preference will be given to Indigenous candidates.
- When adding attachments, please use PDF format. Any other formats may be blocked from our system.

ALL REQUIRED DOCUMENTS MUST BE SUBMITTED BEFORE THE DEADLINE FOR YOUR APPLICATION TO BE CONSIDERED

To Apply:

Email your applications with all the required documents to **applications@mck.ca**