

Director, Sport and Competitions

Position Title: Director, Sport and Competitions

Organization: Special Olympics Canada

Reports to: Vice President, Sport

Special Olympics Canada

Special Olympics provides year-round sports training and athletic competition in a variety of sports for children, youth and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Special Olympics Canada (SOC), a leading program within the worldwide movement, is dedicated to enriching the lives of Canadians with an intellectual disability through sport. We are a national charitable grassroots organization that provides sport training and competition opportunities for more than 42,500 athletes of all ages and abilities. We have more than 20,500 volunteers, including over 13,500 trained coaches, who currently support our programs every day in 450+ communities across Canada.

Our programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers in communities nationwide. In Canada, Special Olympics follows a federated program delivery model with a National Office in Toronto and 12 provincial/territorial chapters.

The Position

Special Olympics Canada is seeking a strategic thinker who is highly motivated to drive the organization's sport and competition programs. The successful candidate will be a team player and passionate about being part of a global movement that is committed to making a difference for people with intellectual disabilities. SOC is experiencing an exciting period of growth so this role offers the opportunity to work in a dynamic and impactful organization during a time of advancement and progress for sport and for building societies that are more inclusive.

Reporting to the Vice President of Sport, the Director will be a strong leader who works well in a fast-paced environment, and who has experience in building and maintaining positive relationships with stakeholders and a variety of external partners. The Director will be responsible for providing leadership, management and execution for all of SOC's programs within the sport and competition portfolio. This includes, but is not limited to, providing strategic direction on sport goals, strategies and tactics included in SOC's 2017-2020 Strategic Plan; and implementation of the National Games, National Team Program, and Canada's participation at World Games. The incumbent works in partnership with the Vice President, Sport on all sport related programs. In addition, they will provide sport leadership and technical support to the Canadian Sport Council (CSC), National Games Organizing Committee (GOC), assist in annual budget and operational plan preparations, Sport Canada funding applications and reporting, development of sport

Special Olympics Canada

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resources and policy development including the delivery of sport programs. He/she will possess the ability to take the initiative to map out a strategy and then follow through with the work to get it done.

The Director is supported by and manages a Manager of Games and Competition, a Coordinator, Sport and Programs as well as various interns throughout the year. A proven ability to motivate your team, collaborate and provide mentorship will be critical to your success in this role. As an ambassador for the organization, your daily interactions will embody our brand and inspire our entire team to do the same.

Key Responsibilities:

National and Chapter Games

- Provide leadership and direction on the delivery of the National Games
- Oversee the compilation, production and maintenance of SOC sport rules, policies and guidelines, technical packages, quotas, team selection process, etc.
- Utilize the Games Standards to review and improve National Games and assist chapters in doing the same for Provincial/Territorial Games
- Conduct a comprehensive review of the current competition pathway and structure

National Team Program (NTP)/World Games

- Oversee the selection process for World Games including Chef, Mission, Athletes, Coaches and Training Coaches
- Manage the National Team Program, including development, measurement and evaluation of performance program components
- Liaise with Special Olympics North America (SONA)/Special Olympics International (SOI) on matters of importance to SOC's participation at World Games.
- Oversee NTP and World Games budget
- Facilitate the completion of a comprehensive post-NTP and World Games report

Sport Development

- Oversee the development, implementation and measurement of the growth and quality of SOC new and existing sports
- Provide direction on the ongoing development of unified/school sport
- Establish a set of quality standards for community program and performance training program delivery, including attention to diversity
- Develop and maintain technical packages for all sports
- Ensure the divisioning process is reviewed and revised as required
- Develop partnerships with NSO's and other sport bodies
- Liaise on sport matters with SONA and SOI
- Develop tools that assist in program monitoring and evaluation

General

- Drive all sport and competition goals, strategies and tactics within SOC's 2017-2020 Strategic Plan



- Work with Vice President, Sport and Director of Athlete and Coach Development on Sport Canada portfolio including Sport Funding Accountability Framework, annual application submission, measurement and evaluation, and reporting
- Contribute to the development and management of the sport department operational plan and budget
- Assist with the Hill Day funding portfolio and work with chapters on sport project submissions, funding allocations and reporting
- Participate in government relations and SOC activities as required
- Actively engage in meetings, provide sport leadership and technical support to the Canadian Sport Council (CSC) and provide ongoing sport support to the chapters
- Sit on committees and working groups within SOC, SONA, SOI
- Participate in joint projects with other SOC departments (Business Development, Communications and Marketing, Information Systems, Finance)
- Participate in professional development opportunities, staff retreats and staff meetings as required
- Ensure confidentiality in all human resource matters
- Provide daily supervision and professional development opportunities for SOC's Manager of Games and Competition and Coordinator of Sport and Programs
- Undertake other duties as relevant to the position and as assigned by the Vice President, Sport

CANDIDATE PROFILE AND QUALIFICATIONS

The successful candidate will possess the following experience, knowledge and qualities:

- A strong understanding and fundamental belief in the capacity of SOC to enrich the lives of Canadians with an intellectual disability through sport
- In-depth knowledge of Special Olympics Canada, its sport programs, games and competitions, policies and guidelines and its unique relationship with Provincial/Territorial chapters
- Strong sport and event management skills and extensive experience working with volunteers
- The ability to form strong relationships with government, sport organizations and all SOC stakeholders.
- Strong skills in financial planning and budget management
- A strong knowledge of the Canadian sport system and the roles of governments, National Sport Organizations and other national and international multi-sport and major games organizations
- Interpersonal and negotiating skills plus capacity to build partnerships and work collaboratively
- Strong strategic development and implementation skills
- Knowledge and expertise in crisis and issues management
- Strong written and verbal communication skills. The ability to communicate in Canada's two official languages is a definite asset
- A University Degree or College Diploma in Sport Management, Recreation or related field and a minimum of five years of relevant experience
- Strong background and experience in organizing multi-sport Games at a National and/or International level
- Knowledge of performance programs including sport science
- Proven experience in the development and implementation of tools related to measurement and evaluation
- The successful candidate will be required to travel at various times throughout the year within Canada and Internationally, have a valid passport, and work some weekends as required



COMPENSATION:

- Excellent benefits package including RRSP and employee insurance (medical, dental, life, accident and long-term disability).
- Salary commensurate with experience and qualifications.

APPLICATION DETAILS:

Please submit your application by **September 29th 2017** to SOCHR@specialolympics.ca

SOC is an equal opportunity employer committed to employing a diverse workforce. We encourage all qualified individuals to apply and thank all those who do. Only those selected for an interview will be contacted.