



2026 Summer Term Sports Coordinator Position

Position Title

Summer Term Sports Coordinator Position

Wage: \$21.00 per hour

Term: May–August 2026

About Special Olympics Saskatchewan

Special Olympics Saskatchewan is committed to advancing the lives of individuals with intellectual disabilities through comprehensive sports programming. We deliver sport and inclusion initiatives daily in communities across Saskatchewan, striving for excellence, empowerment, respect, diversity, and inclusion in everything we do. Our organization is funded through diverse streams and achieves its mission with the support of sponsors, donors, and special events.

Purpose of Position

Under the guidance of the Executive Director, the Summer Term Sports Coordinator will provide direct support in the planning, coordination, and delivery of inclusive events, program marketing, fundraising campaigns, participant outreach, and organizational administration. This role is central to ensuring effective and supportive sports programs, communications, seamless operations, and support the engagement of athletes, coaches, and community stakeholders.

Key Responsibilities

Program & Event Coordination

- Support the organization of logistics for inclusive sports programs, sports events & competitions.
- Support the Health and Youth Coordinator with Special Olympics Canada's Active Start and FUNdamentals programs in schools and/or community settings.
- Actively support Motionball events and programming.
- Provide office and organizational support to ensure smooth operations.
- Maintain accurate records and assist with reporting requirements.

Marketing & Development

- Support the creation and management of digital and print content (social media, newsletters, website updates).
- Support fundraising campaigns.

Representation & Collaboration

- Attend staff meetings, Special Olympics Saskatchewan community events, and program events.
- Foster relationships with stakeholders to strengthen inclusion and program reach.

Qualifications

- Strong background in sport, with demonstrated experience or knowledge of organized sport environments, athlete development, or sport programming
- A genuine interest in contributing to inclusive sport programs and advancing disability inclusion
- Demonstrated organizational, time management, and multitasking skills
- Strong written and verbal communication abilities, including public speaking and digital content creation
- Experience building partnerships and fostering collaboration in diverse settings
- Ability to work independently and as a proactive, enthusiastic team member
- Willingness to actively engage with the mission and values of Special Olympics Saskatchewan
- Employment is conditional upon the successful completion of a criminal record check and vulnerable sector check.

Working Conditions

- Temporary term: May–August, funded under Canada Summer Jobs, open to candidates ages 18–30
- Office-based (Regina, SK)
- Standard work hours: Monday–Friday, 8:30am–4:30pm, with occasional evenings/weekends for events



- Position-specific training and onboarding provided
- Provincial travel as needed; criminal record/vulnerable sector check required

Application Instructions

To apply, send a cover letter and resume in one pdf to Rhae-Ann Holoien, Executive Director, at r.holoien@specialolympics.sk.ca by April 30, 2026.