

## **SPECIAL OLYMPICS SASKATCHEWAN**

### **Position Description**

## **Position Title: Director of Community, Programs and Operations**

**Supervisor's Title:** Executive Director

### **Purpose of Position**

Reporting to the Executive Director, the Director of Community, Programs and Operations provides leadership and operational oversight for Special Olympics Saskatchewan's sport programs, community initiatives, and related operational systems across the province. The Director works with staff, volunteers, coaches, and community partners to ensure effective program delivery aligned with the mission and standards of Special Olympics Saskatchewan (SOS) and Special Olympics Canada. The role oversees provincial sport development, Games participation, coach development, volunteer systems, and school-based initiatives while strengthening athlete opportunities and ensuring strong program accountability. This position combines strategic leadership with hands-on operational responsibilities typical of a provincial non-profit sport organization.

### **Responsibility and Authority**

#### **1. Strategic Planning & Operational Oversight**

- Contribute to organizational strategic and financial planning as well as sport development priorities.
- Oversee program budgets and monitor financial resources in collaboration with the Executive Director and finance staff.
- Support partnerships, funding opportunities, and grant initiatives that strengthen program development.

#### **2. Leadership and Staff Management**

- Provide leadership and supervision to program and operations staff.
- Work closely with volunteers, committees, and community leaders to advance organizational goals.

#### **3. Management of Information Technology**



- Supervise membership database to ensure accurate records of members.
- Oversee program-related development.

#### 4. **Competition & Games Participation**

- Oversee all aspects of member participation in Special Olympics and Generic games.
- Act as the Special Olympics Saskatchewan provincial office liaison on the Games Organizing Committee for provincial Summer and Winter games, Developmental games, and all other provincially organized competitions.
- Liaise with Special Olympics Canada to support Saskatchewan athletes elected to the National Team Program (NTP).
- Administer, update and implement the Provincial Team program (PTP) for all Special Olympics Canada National Games.

#### 5. **Sport & Program Development**

- Oversee and facilitate the development of target sports and regular competitions within each SOS accredited community.
- Facilitate the creation of a strategic sport development and competitions plan in conjunction with the long-range strategic planning process led by the Executive Director.
- Advance coach education and certification opportunities, including National Coaching Certification Program (NCCP) initiatives.
- Act as liaison with Canadian Sport Council (CSC) and generic sport clubs to develop partnerships, increase the understanding of Special Olympics, and increase opportunities for integrated and/or parallel sport development programming, including training and competition.

#### 6. **Coaching Development**

- Act as the National Coaching Certification Program (NCCP) administrator to oversee coaching certification throughout the province.
- Ensure that SOS adheres to and implements the NCCP.
- Oversee the administration and maintenance of the SOS database as it pertains to member certification, coaching clinics, and related statistical analysis.

#### 7. **Program Operations and Compliance**

- Oversee systems that support effective program delivery including membership registration, accreditation, and database management.
- Ensure compliance with Special Olympics Canada standards, Safe Sport requirements, and volunteer screening processes.
- Manage community accreditation processes and program funding initiatives.
- Manage chapter accreditation for reporting to Special Olympics Canada.

## 8. Partnerships and Stakeholder Relations

- Maintain strong relationships with Special Olympics Canada, Provincial Sport Organizations, sport councils, and community partners.
- Promote awareness and understanding of Special Olympics programming within the sport community.
- Represent Special Olympics Saskatchewan in sport and community forums when required.

### **Required Knowledge, Skills and Abilities**

*The following requirements are representative, but not all-inclusive of the knowledge, skill and ability required to perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Required Knowledge, Skills & Experience**

- Proven experience in sport programming, planning, and management
- Strong strategic planning, project management, and problem-solving skills
- Experience supervising staff and leading, building, and supporting volunteer teams
- Demonstrated leadership, initiative, and ability to foster a collaborative work environment
- Post-secondary degree or diploma, with 5+ years of relevant industry experience
- NCCP and other coaching certifications considered an asset
- Experience in sport development and not-for-profit environments preferred

### **Additional Requirements**

- Self-motivated and able to work independently
- Strong interpersonal skills; ability to work closely with senior leadership and stakeholders
- Valid Saskatchewan driver's license
- Alignment with the vision, mission, and values of Special Olympics Saskatchewan, with demonstrated compassion for the community served

### **Work Environment**

- Primarily office-based with some evening and weekend work required
- Periodic travel to communities, events, and meetings across the province



To apply, send a cover letter and resume in one pdf to Rhae-Ann Holoien, Executive Director, at [r.holoien@specialolympics.sk.ca](mailto:r.holoien@specialolympics.sk.ca) by March 30, 2026. The successful candidate will be required to provide a Criminal Record and Vulnerable Sector Check as a condition of employment.