



Youth and Health Coordinator

The Youth and Health Coordinator is responsible for developing sport programs for young athletes with an intellectual disability in school and/or community settings. The implementation of grassroots programs will achieve Special Olympics Saskatchewan's strategic goals to increase athlete recruitment, retention and increase new volunteers as well as family involvement.

This position will utilize the Special Olympics Canada Active Start resources for children ages 2 to 6 years and the FUNdamentals resources for children 7 to 12 years. Additionally, sport program delivery will focus on Special Olympics Canada's core and recognized sports as well as Unified Sport models.

The Youth and Health Coordinator will develop partnerships with educational, health, social and sport organizations to increase awareness and encourage increased participation in Special Olympics.

Responsibility and Authority

Youth Program Development:

- Develop and continue the Special Olympics Canada Active Start and FUNdamentals programs in school and/or community settings.
- Develop Special Olympics sport programs in community and/or school settings that focus on core and/or recognized sports and/or utilizing the Unified Sports model.
- Create chapter resources, tools and tactics that support youth program development and delivery.
- Develop a provincial plan to increase awareness of youth programs and develop strategies that support increased capacity in communities.
- Maintain on-going plans to evaluate and amend program development initiatives.
- Work closely with Special Olympics Canada on youth development deliverables and complete reporting documents.
- Establish and adhere to project budgets and timelines.
- Manage the registration process for new youth athletes and volunteers in order to measure deliverables.
- Manage on-going program development to provide volunteer support and maintain NCCP training opportunities for Youth program delivery.

Special Olympics Saskatchewan

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Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities





Youth/School Competitions and Special Events:

- Work collaboratively with volunteers to host special events or competitions for young athletes.
- Liaise with Schools, Provincial School Districts and Saskatchewan High School Athletics Association to introduce and deliver Unified Sports programs and competition.

Healthy Athletes & Health Initiatives:

- Oversee and coordinate Healthy Athletes events in Saskatchewan
- Oversee and develop Healthy Athletes Clinical Directors
- Work closely with Special Olympics Canada on health initiatives Athlete Leadership Program
- Oversee and coordinate Athlete Leadership events in Saskatchewan
- Oversee and develop Athlete Leadership facilitators
- Work closely with Special Olympics Canada on Athlete Leadership initiatives

Community Support:

- Responsible to develop, update, and deliver supportive resource materials and tools that can be used to promote and build community awareness for Special Olympics.
- Responsible to develop, update, and deliver supportive resource materials and tools that can be used to help with the recruitment and retention of volunteers and athletes.
- Constant contact, follow-up, and support to all SOS District and Community Executive Committees
- Assist Districts/Communities with the development and support of new programs and initiatives, consistent with those identified in the SOS Strategic Plan.

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 accommodation may be made to enable individuals with disabilities to perform the essential functions.



Position Requirements:

- Excellent project management and decision making skills with attention to detail.
- Excellent interpersonal skills with a capacity to develop and maintain partnerships.
- Excellent verbal and written communication skills including group presentations.
- Capable of thriving while working independently and as a team player when collaborating.
- Excellent data management skills and enthusiasm towards recording and tracking data.

Education and Experience

- University degree or post-secondary diploma or 1-3 years of industry experience.

General Requirements

- Knowledge and abilities in office administration, accounting policies and procedures.
- A working knowledge of computers, particularly spreadsheet and database applications.
- Having an analytical nature and a basic knowledge and understanding of research skills is important.
- The individual should be self-motivated, a self-starter and capable of working independently.
- Must be able to interact and work closely with people within and outside the organization.
- Valid Saskatchewan driver's license.
- Experience in not-for-profit work will be advantageous.

Additionally, the candidate needs to understand the vision, mission, and values of Special Olympics Saskatchewan and demonstrate compassion to the membership Special Olympics Saskatchewan serves.

Work Environment

While performing the duties of this position, typically office and administrative tasks make up most of the work. Weekend and evening work is required to maintain programs and meet the needs of the organizational membership. Travel is required periodically to be present among the communities.



Relationships

- The Youth Coordinator reports directly to the Executive Director of Community very close, working closely with and in support of other provincial office staff.
- The Youth Coordinator works directly with program and school volunteers to promote training and program opportunities.

This position description is intended to convey information essential to understanding the scope of the role and the general nature and level of work performed by this position within the organization. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with this position. Management may amend description from time to time as required