

Manager, Volunteer and Coach Development

Position Title: Manager, Volunteer and Coach Development (10-month parental leave)
Organization: Special Olympics Canada
Reports to: Vice President, Sport

ORGANIZATION BACKGROUND:

For more than 50 years, Special Olympics Canada (SOC), a program within the worldwide movement, is dedicated to enriching the lives of Canadians with an intellectual disability through active participation in sport. SOC is a national, grassroots, charitable organization that provides best of class sport training, nutrition education, health screenings and competition opportunities for athletes of all ages and abilities. Year-round programming is available in hundreds of communities across Canada, supported by thousands of volunteers. Special Olympics is an inclusive movement powered by sport - transforming the lives of individuals and families, while creating more inclusive communities from coast to coast to coast. Special Olympics Canada's programs are funded by; individual donors, corporate sponsorship, fundraising activities, Federal/Provincial/Territorial governments, foundations, and the involvement of volunteers in communities across the country. Special Olympics in Canada follows a federated program delivery model with a National Office and incorporated Chapters in twelve Provinces and Territories.

POSITION SUMMARY:

Based in Toronto and reporting to the Vice-President, Sport, the Manager, Volunteer and Coach Development is responsible for the development and implementation of a variety of projects within the Special Olympics Canada Sport Department. Driven by the Special Olympics Canada Strategic Plan the primary areas of responsibility include: overseeing volunteer development, recruitment and retention; coach development including, training, education and National Games requirements; implementation of NextGen coach program; supporting Safe Sport requirements and implementation; and Officials development. Within each of these program areas, the Manager, Volunteer and Coach Development will contribute to project planning, operational and logistics management, execution and evaluation. They will be responsible for adhering to project budgets and timelines while completing necessary funding reports and applications.

RESPONSIBILITIES:

Volunteer Development:

- Lead volunteer strategy and recruitment initiatives inclusive of;
 - Work with marketing/communications to establish an SO Volunteer brand
 - Collaborate with national partners for volunteer opportunities
 - Identify opportunities for showcasing volunteer work and storytelling
 - Develop strategies for volunteer succession planning or transition into other opportunities
- Work collaboratively with chapters on resources for volunteer on-boarding, training, retention and succession planning;
- Oversee development, enhancements and implementation of SOLearn (online platform);

Coach Development

- Support Chapters on implementation of strategies, procedures and resources for coach recruitment, on-boarding, training, retention and succession planning;
- Maintain and lead the implementation of the National Coaching Certification Program (NCCP).
- Work with Coach Developers on quality assurance of NCCP implementation, professional development and training;
- Oversee and support the implementation of the NextGen Program, coaching pathway and minimum standards at the 2026 National Summer Games;
- Oversee the online and virtual coach education program;
- Act as the contact with Coaching Association of Canada (CAC);

Safe Sport:

- Support implementation of Safe Sport in Canada;
- Develop resources and tools to support Safe Sport implementation at all levels of the organization;

Officials Development:

- Focus on recruitment and retention of officials for national competitions;

Organizational Support

- Develop and manage program plans and budgets;
- Assist with funding applications and reports;
- Provide leadership and assistance to organizational strategies, events and projects;
- Collaborate with the Business Development team to discuss program needs and sponsorship opportunities.

QUALIFICATIONS:

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

- A minimum of 1-3 years experience in coach/volunteer development or program development;
- Experience with volunteer management, the Canadian coaching system, and the National Coaching Certification Program;
- Have an understanding of Learning Management Systems (LMS) and/or online learning;
- Experience in resource development;
- Proven track record in project management with an attention to detail;
- Ability to manage multiple projects, while adhering to budgets and deadlines;
- Dependable judgement and decision making skills;
- Strong verbal and written communication skills including group presentations;
- Excellent interpersonal skills with a capacity to consult with, develop and maintain a variety of stakeholder partnerships;
- Comprehensive computer skills;
- A self-directed and enthusiastic team player;
- A Bachelor's degree or diploma in sport/recreation management or related discipline or equivalent experience;
- The capacity to travel (some weekend and evening work required);
- Bilingualism (English/French) is a definite asset; and
- Knowledge of the Canadian sport system and Canadian Sport for Life is an asset.

RESPONSIBILITY FOR SUPERVISION:

- This position does not include responsibility for supervision of employees;
- From time to time, this position is responsible for supervision of volunteers;
- This position does have responsibility for being the lead contact with various vendors and service providers, including negotiating contract terms.

RESPONSIBILITY FOR DECISION MAKING:

- This position has responsibility for managing project budgets;
- This position develops and makes decisions on projects, processes, policies and procedures.

WORKING CONDITIONS & PHYSICAL EFFORT:

- The position is performed in a hybrid (home/office) work environment, primarily sitting and working on a computer.
- The position is based in SOC's office in Toronto at 21 St. Clair Ave. East.
- Occasional travel and weekend work is required to attend events and give presentations.
- Physical effort is minimal though occasional lifting of boxes may be required (up to 25 lbs.).

COMPENSATION:

- Excellent benefits package including RRSP and employee insurance (medical, dental, life, accident and long-term disability), employee assistance program and fitness benefit;
- The salary will be commensurate with skills and experience.

APPLICATION DETAILS:

Please submit a resume and cover letter by **January 9, 2026**, to sochr@specialolympics.ca with “**Application for Manager, Volunteer and Coach Development**” in the subject line:

Please note that due to end of year scheduling the pre-screening/interview process will begin in January 2026.

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.