



**Department: Sport/Program**  
**Title: Sport Manager ( 14 Month Contract Position)**

Position Type: Management

Location: Lower Mainland

Reports to: Vice President, Sport & Programs

Reporting to this position: Sport Coordinator – Health, Sport Coordinator – Coaching, Sport Coordinator – Competition.

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be an integral part of one of the largest and most respected sport organizations in the world.

In this role, you will be a key leader of the Sport/Program department, with responsibility for leading and inspiring a team that engages athletes, coaches and volunteers through competitions, health initiatives, and coaching development opportunities. You will actively support the team as they search for and find ways to elevate the performance of athletes and coaches. This role will facilitate new ideas, programs, and initiatives to move the organization forward and build high quality opportunities for athletes and coaches. This position directly supervises the Sport Coordinator, Health; Sport Coordinator, Coaching; and Sport Coordinator, Competition while working closely with the VP, Sport and Programs.

**The successful Sport Manager will:**

- Believe strongly in the Special Olympics mission, vision, and values.
- Participate in the development of the vision and tactics that will ensure the successful implementation of the initiatives for sport.
- Oversee strategy and end-to-end project management of SOBC's competitions, coach development workshops and Healthy Athlete Screening (HAS) events, including budget development, management and workback planning (Monday.com).
- Work with the VP, Sport & Programs on all Human Resource requirements to support the Sport teams' success – this includes recruitment, retention, annual reviews etc.
- Oversee and support the Sport Coordinator – Competition to meet strategic goals for high quality competition, major games, and GMS systems.
- Oversee and support the Sport Coordinator – Coaching to meet the strategic goals for coach development, sport development and play unified initiatives.
- Oversee and support the Sport Coordinator – Health to meet the strategic goals for HAS events, virtual learning, and other health initiatives.
- Lead the growth and development of Youth programming around the Province; including Active Start, Fundamentals & School Sport programs.
- Provide support for Provincial Games and Provincial Team development
- Undertake other and additional duties as delegated by the VP, Sport.

**What you'll bring:**

- 7 + years of experience in a sport or project management role.
- 5+ years of people management



- Excellent interpersonal and communication skills and the ability to make appropriate and timely decisions within authority.
- Ability to manage multiple projects and deliverables and create project plans and roadmaps.
- Experience managing budgets.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy.
- Strong organizational skills and detail oriented.
- Strong computer skills and advanced knowledge of Microsoft suite including MS Teams.
- Be willing to undergo a Criminal Record and Vulnerable Sectors Check.
- Valid BC driver's license.

This position will require you to work some evenings and weekends, and there will be some travel throughout B.C. At present, Special Olympics BC staff are working in a hybrid work from office/ work from home model. Special Olympics BC reserves the right to change this model in the future. The current salary range for this position is \$65,000 - \$75,000 per annum plus benefits.

Please submit a cover letter and resume to [jnym@specialolympics.bc.ca](mailto:jnym@specialolympics.bc.ca). This position will remain open until May 23, 2025.

### **About Special Olympics BC**

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. To learn more, please visit [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca).

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səliłwətaʔt təməxʷ (Tsleil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.