

Position Title: Sport and Program Coordinator
Organization: Special Olympics Canada
Employment Terms: Permanent, Full Time
Reports to: Director, Sport and Competition

ORGANIZATION BACKGROUND

For more than 50 years, Special Olympics Canada (SOC), a program within the worldwide movement, has been 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. SOC's programs are funded and supported 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 **Director, Sport and Competition, the Sport and Program Coordinator** is responsible for providing support to key sport department initiatives and deliverables such as; National Games, National Team Program, Sport and Program Development, Coach and Volunteer Development, Athlete Leadership and Health initiatives. The Program Coordinator will work closely with all members of the Sport department and provide support and input across a number of portfolios.

AREAS OF RESPONSIBILITY:

- Provide support to initiatives across the SOC Sport department such as National Games, the National Team Program, Coach and Volunteer development, Athlete Leadership, Health and sport development.
- Help oversee required reporting to funders and key stakeholders;
- Work closely with P/T Chapters to ensure consistent program delivery and the sharing of new and innovative programs;
- Work closely with Chapters to develop measurable deliverables and reporting documents to monitor the progress toward the achievement of Strategic Plan goals and funding proposals;
- Provide input and logistical support to key initiatives such as National Games, the National Team Program and Training Camps;
- Prepare and adhere to program budgets and timelines;
- Support in the advancement of on-going plans to develop, improve and evaluate the sport and competition program;
- Support where needed in the hosting of national meetings, trainings and workshops;

- Work collaboratively with colleagues on initiatives that relate to the overall sport department and Special Olympics Canada priorities.

QUALIFICATIONS:

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

- Skilled (or proven experience) in project management and sport development and delivery;
- Strong interest in sport or program development
- Excellent project management skills with an attention to detail;
- Ability to manage multiple projects, while adhering to budgets and deadlines;
- Strong interpersonal skills with a capacity to develop and maintain partnerships;
- Excellent verbal and written communication skills;
- A self-directed and enthusiastic team player;
- Dependable judgement and decision making skills;
- Strong verbal and written communication skills including group presentations;
- Comprehensive computer skills, including proficiency in Microsoft Office suite products;
- A degree, diploma or certificate in sport/recreation management or related experience;
- The capacity to travel (some weekend and evening work required);
- Experience working with individuals with an intellectual disability;
- Bilingualism (English/French) is a definite asset; and
- Knowledge of the Canadian sport system and Long Term Athlete Development is an asset

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, qualifications and experience.

APPLICATION DETAILS:

Please submit a resume and cover letter by September 7th, 2023, to sochr@specialolympics.ca with “**Application for Sport & Program Coordinator**” in the subject line.

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact Tom Davies (tdavies@specialolympics.ca). All information received in relation to accommodation will be kept confidential.