



JOB DESCRIPTION

Position Title: Manager, Games and Competitions

Employment Terms: Permanent, Full Time

Reports to: Director, Sport and Competitions

ORGANIZATION BACKGROUND

- 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 not-for-profit grassroots organization that provides sport training and competition opportunities for more than 49,000 athletes of all ages and abilities.
- More than 22,000 volunteers, including over 14,000 trained coaches, currently support Special Olympics programs every day in 340+ communities across Canada.
- Special Olympics Canada's programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers.
- Special Olympics in Canada follows a federated program delivery model with a national office and twelve provincial/territorial incorporated chapters.

POSITION SUMMARY:

Based in Toronto and reporting to the Director, Sport and Competitions, the Manager, Games and Competitions is responsible for the development and implementation of a variety of projects within the Special Olympics Canada Sport Department. The primary areas of responsibility include National Games, National Team Program, World Games, Sport Science Program and sport development. Within each of these programs, the Manager will contribute to project planning and innovation, operational and logistics management, implementation and evaluation. The Manager will also be responsible for adhering to project budgets and timelines.

JOB DUTIES & RESPONSIBILITIES:

- As a member of the Special Olympics Canada staff team, work collaboratively with National Games Organizing Committees, providing support and direction related to all aspects of planning and implementing a multi-sport games (sport technical, operations/logistics, ceremonies, volunteers, etc.).
- Maintain and distribute a Games Hosting Guide that provides Games Organizing Committees with a user friendly "how to" guide for the planning and delivery of high-quality National Games.
- Oversee the funding distribution process for Chapter travel to National Games.
- Plan and implement all aspects of the National Team Program and Canada's participation in the Special Olympics World Games, including team selection, team preparation, training/staging camps, team logistics, sport science, and act as the Special Olympics International (SOI)/Special Olympics North America (SONA)/Games Organizing Committee (GOC) and family/supporter liaison.
- Support Director, Sport and Competitions in identifying and developing opportunities for collaboration with National Sport Organizations and other related sport delivery providers.
- Assist the Director, Sport and Competitions, with sport technical resources that help to further advance and develop sport programs across the country.

Special Olympics Canada

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

Olympiques spéciaux Canada

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Créé par la Fondation Joseph P. Kennedy fils au profit des personnes ayant une déficience intellectuelle.



- Monitor program budgets and timelines.
- Maintain on-going project plans to constantly assess, evaluate and amend sport development strategies.
- Work collaboratively with colleagues on initiatives that relate to overall sport department and Special Olympics Canada priorities.
- Support Canada's participation in Special Olympics North America (SONA) sport competitions
- Maintain and review Games Standards within National Games and selected Chapter Games.
- Manage the rule change, divisioning and quota allocation processes and the development of sport technical packages.
- Provide leadership and training to Chapters in the area of GMS (Games Management System)
- Sit on committees and working groups within SOC, SONA and SOI.
- Actively engage in meetings and provide ongoing sport support to the Chapters.

Responsibility for Supervision

- This position does not have ongoing supervision but may be required to supervise students/interns from time to time. This position also provides leadership and support to volunteers as part of the Games portfolio.

Responsibility for Decision Making

- This position does not have spending authority.
- The position develops projects, processes, policies, and procedures but does not make final decisions in this regard.

EMPLOYMENT REQUIREMENTS:

- A university degree in sport/recreation management or related experience.
- Minimum of 3 - 5 years sport, games or event management experience.
- Experience with athlete/team logistics and performance preparation.
- Strong project management skills with an emphasis on attention to detail.
- Ability to manage multiple projects, while adhering to budgets and deadlines.
- Excellent verbal and written communication skills, including proficiency to deliver presentations.
- Excellent interpersonal skills with a capacity to develop and maintain partnerships.
- A self-directed and enthusiastic team player.
- Demonstrated ability to work in a flexible team environment.
- Comprehensive computer skills.
- Ability to travel within Canada and abroad (weekend and evening work is required).
- Ability to communicate in Canada's two official languages is a definite asset.
- Knowledge of the Canadian sport system and Canadian Sport for Life is a definite asset.

WORKING CONDITIONS & PHYSICAL EFFORT:

- The position is performed in an office environment, primarily sitting and working on a computer.
- Occasional travel is required to attend meetings and Games/competitions.
- Physical effort is minimal though occasional lifting of boxes may be required (up to 25 lbs.).

COMPENSATION:

Will be commensurate with experience and qualifications.



APPLICATION DETAILS:

Please submit a resume and cover letter to **Director, Sport and Competitions** by **February 4, 2022**, at the following email address with “Application for **Manager, Games & Competitions**” in the subject line: **SOCHR@SPECIALOLYMPICS.CA**.

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.