

Program Manager

Position Title: Program Manager
Organization: Special Olympics Canada
Reports to: Director, Athlete and Coach Development

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 Director, Athlete and Coach Development, the Program Manager 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 and coach development including recruitment, on-boarding, training, education (National Coaching Certification Program (NCCP), Online) and retention; Safe Sport requirements and implementation; and Officials development. Within each of these program areas, the Program Manager will contribute to project planning, operational and logistics management, execution and evaluation. The Program Manager will be responsible for adhering to project budgets and timelines while completing necessary funding reports and applications.

RESPONSIBILITIES:

Coach Development

- Work collaboratively with the provincial/territorial chapters to develop strategies, supported by procedures and resources for coach recruitment, on-boarding, training, retention and succession planning;
- Develop, maintain and lead the implementation of the National Coaching Certification Program (NCCP). This includes ensuring all policies are adhered to, working with experts to ensure materials are up to date, providing professional development opportunities and the implementation of an evaluation process;
- Work closely with Coach Developers and Evaluators on quality assurance of NCCP implementation, professional development and training;
- Oversee and support implementation of the coaching pathway and coaching minimum standards;
- Ensure all coach development resources are easily accessible and are supported by an implementation plan;
- Oversee the online and virtual coach education program;
- Act as the contact with Coaching Association of Canada (CAC);

Volunteer Development:

- Work collaboratively with the provincial/territorial chapters on strategies, procedures and resources for volunteer recruitment, on-boarding, training, retention and succession planning;
- Oversee development, enhancements and implementation of SOLearn (online platform);

Safe Sport:

- Support strategic development and implementation of Safe Sport in Canada;
- Develop resources and tools to support Safe Sport implementation at all levels of the organization;
- Provide support to provincial/territorial chapters in grassroots implementation of Safe Sport mandates, minimum requirements and resources;
- Transfer knowledge, provide networking opportunities and share best practices related to Safe Sport with provincial/territorial chapters;
- Establish metrics and track data related to Safe Sport;

Officials Development:

- Work with Special Olympics International (SOI), Special Olympics North America (SONA), and National Sport Organizations (NSOs) to develop and implement an official's pathway and minimum standards for various levels of competition in Canada;
- Oversee necessary trainings and requirements for officials by sport;
- Focus on recruitment and retention of officials for national competitions;
- Develop and implement officials training (when not available through National Sport Organization);

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 3-5 years experience in program development and implementation;
- Experience with the Canadian coaching system, the National Coaching Certification Program and volunteer management;
- Have an understanding of Learning Management Systems (LMS) and/or online learning;
- Experience in program and resource development;
- A Bachelor's degree or diploma in sport/recreation management or related discipline or equivalent experience;
- 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;
- 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 **August 13, 2022**, to sochr@specialolympics.ca with “**Application for Program Manager**” in the subject line:

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.