



**Position Title:** Community Coordinator  
**Organization:** Special Olympics Saskatchewan  
**Report To:** Director of Programs

### **About Special Olympics Saskatchewan**

Special Olympics Saskatchewan is dedicated to enriching the lives of individuals with an intellectual disability sport.

Special Olympics is more than an event – Special Olympics Saskatchewan delivers world-class sport programs to people with intellectual disabilities, daily in communities across Saskatchewan.

Special Olympics is a multi-sport organization that serves athletes across the province and carries out fundraising through partnerships and special events.

### **Opportunity**

The Community Coordinator is responsible for overseeing the development of Special Olympics Saskatchewan's member Communities. The Community Coordinator plays a lead role in providing ongoing and continuous support (in numerous capacities) to all accredited SOS communities, primarily in the recruitment, development, and retention of volunteers and athletes and is responsible to encourage its member communities to uphold strong and seamless operations in sport programming to promote a quality experience for all Special Olympics athletes.

### **Responsibilities**

- Community support and development
- Volunteer recruitment and development
- Membership registration and community accreditation
- Program policy development

### **Qualifications**

- Familiarity with the planning and delivery of sport programming
- Familiarity with developing project work plans and proposals
- Progressive and forward thinking to enable community and organizational growth
- Sound analytical and problem solving skills
- Commitment to working as part of a team
- Experience working with and/or building a team of volunteers
- Demonstrated initiative, and a commitment to a collaborative working environment
- The ability to travel (some weekend and evening work is required to support special events)
- Valid Driver's Licence
- University Degree or Diploma

### **Conditions of Employment**

- Primary Hours of work 8:30-4:30, Monday - Friday
- Evening and weekend work is required on a monthly basis (for travel to communities, meetings with volunteers and special events)
- Travel throughout the Province to meet with community stakeholders
- Full-time, Permanent
- Criminal Record Check with Vulnerable Section Search
- Competitive wage and benefits package

**To apply, please forward your resume by September 23rd 2019 to:**

Special Olympics Saskatchewan

c/o Faye Matt, CEO [fmatt@specialolympics.sk.ca](mailto:fmatt@specialolympics.sk.ca) 1121 Winnipeg St. Regina, SK S4R 1J5

### **Special Olympics Saskatchewan**

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

# SPECIAL OLYMPICS SASKATCHEWAN

## Position Description

### Position Title: Community Coordinator

**Supervisor's Title:** Director of Programs

#### Purpose of Position

Under the direction of the Director of Programs, the Community Coordinator is responsible for overseeing the development of Special Olympics Saskatchewan's member Districts and Communities. The Community Coordinator plays a lead role in providing ongoing and continuous support (in numerous capacities) to all accredited SOS communities, primarily in the recruitment, development, and retention of volunteers and athletes and is responsible to encourage its member communities to uphold strong and seamless operations in sport programming to promote a quality experience for all Special Olympics athletes.

#### Responsibility and Authority

##### 1. ***Community Support and Development***

- Provide ongoing communication, contact, follow-up, and support to all SOS District and Community Executive Committees
- Responsible to develop, update, and deliver supportive resource materials and tools that can be used to promote and build community awareness for Special Olympics.
- Responsible to develop, update, and deliver supportive resource materials and tools that can be used to help with the recruitment and retention of volunteers and athletes
- Assist Districts/Communities with the development and support of new programs and initiatives, consistent with those identified in the SOS Strategic Plan.

##### 2. ***Volunteer Recruitment and Development***

- Administer and maintain the Safe Sport Volunteer Screening Program and the criminal record checking process.
- Assume, under the direction of the Director of Programs, a lead role in planning, implementing, and executing the SOS Bi-annual Provincial Leadership Conference.
- Responsible to develop, update, and deliver supportive resource materials and tools that can be used to help with the recruitment and retention of volunteers and athletes
- Connect potential volunteers with the appropriate community contacts
- Promote professional development opportunities to all SOS volunteer membership
- Assist and/or support Districts/Communities with their own recruitment and retention initiatives

### 3. **Annual Registration/Accreditation**

- Under the direction of the Director of Programs, develop and maintain an effective annual registration/accreditation process.
- Facilitate the delivery and distribution of the annual Community Accreditation Packages to Communities, and provide assistance with submissions where required.
- Review community accreditation/registration submissions to ensure full compliance with the standard accreditation requirements.
- Review, administer, and issue SOS grants and funding to accredited districts/communities.
- Distribution of the annual Member Assistance Program Funding (MAP) to all accredited SOS districts/communities
- Ensure the maintenance of the SOC National Database

### 4. **Program Policy Development**

- Provide input, where deemed appropriate by the Director of Programs, into the review, development and implementation or deletion of program policy.
- Assume the role of Privacy Officer for SOS, and as such, ensure that SOS Privacy policies are kept current and adhered to by the provincial office and the membership
- Respond to and investigate complaints related to Privacy Policy issues when they arise.

### **Required Knowledge Skills and Abilities**

*The following requirements are representative, but not all-inclusive of the knowledge, skill and ability required to perform the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

### **Position Requirements**

- Familiarity with the planning and delivery of sport programming
- Familiarity with developing project work plans and proposals
- Progressive and forward thinking to enable community and organizational growth
- Sound analytical and problem solving skills
- Commitment to working as part of a team
- Experience working with and/or building a team of volunteers
- Demonstrated initiative, and a commitment to a collaborative working environment

### **Education and Experience**

- University degree or post-secondary diploma would be an asset
- 1-3 years of industry experience.

### **General Requirements**

- Knowledge and abilities in office administration, accounting policies and procedures.
- A working knowledge of computers, particularly spreadsheet and database applications.

- Having an analytical nature and a basic knowledge and understanding of research skills is important.
- The individual should be self-motivated, a self-starter and capable of working independently without constant supervision.
- Must be able to interact and work closely with senior people within and outside the organization as well as function as a key member of the leadership team.
- Valid Saskatchewan driver's licence.
- Experience in not-for-profit work will be advantageous.

Additionally, the candidate needs to have an understanding of the vision, mission, and values which are the primary focuses of Special Olympics Saskatchewan and the candidate needs to demonstrate compassion to the membership Special Olympics Saskatchewan serves.

### **Work Environment**

While performing the duties of this position, typically office and administrative tasks make up the majority of the work. Weekend and evening work is required to maintain programs and meet the needs of the organizational membership. Travel is required periodically to be present among the communities delivering Special Olympics programs, fundraising events and organizational meetings.

### **Relationships**

- The Community Coordinator reports directly to the Director of Programs, and works very closely with and in support of other provincial office staff.
- The Community Coordinator liaises closely with Community Executive Committee volunteers.

*This position description is intended to convey information essential to understanding the scope of the role and the general nature and level of work performed by this position within the organization. However, this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with this position. Management may amend description from time to time as required to suit growth and changes in the organization.*