



## **Athlete Coordinator**

Location: Victoria, BC- remote

Commitment: Monthly committee meetings first Wednesday evening of the month

Time Required: 15-25 hours/ month

As a Special Olympics committee member, you bring enthusiasm, commitment, and a positive attitude to, enriching the lives of the athletes across Victoria & BC. In return, you develop relationships with athletes who inspire you with their dedication, perseverance, and courage. You learn new skills, meet new people, and gain unique experiences, enriching your own life in turn.

Special Olympics BC – Victoria (SOVic) is seeking a motivated individual to take charge of coordinating our athletes. The Athlete Coordinator will manage a team of volunteers who manage registration, behavioural planning and athlete events as well as support our athletes to ensure that all athletes alike have access to fun and safe sport.

### Key Functions

- Serve as the main point of contact for athletes and/or their parents / caregivers, fielding their questions and concerns
- Solve any issues that arise regarding Special O programs or events
- Organize athlete talent for special events and fundraisers
- Liaise with the Athlete Registrar for communications to athletes
- Address any issues with athletes' behavioral; may need to attend a sport program or other location, and have impromptu meeting with athlete, sport head coach, and/or parent or caregiver
- Consult with Behavioural Consultant and seek their input if there are athletes exhibiting severe behavioural issues that need a more professional opinion
- Attend the occasional SOBC event that needs representation from SOBC
- Create monthly reports

### Training & Experience

- Hands on experience supporting athletes of varying needs
- An active interest in sports
- Training included conducted by SOVic
- Ability to work independently and to problem-solve issues
- Clear written and verbal communication