



**Department: Sport/Program**

**Title: Coordinator, Sport Development (12 Month Contract Position)** 

Position Type: Coordinator

Location: Lower Mainland

Reports to: Manager, Sport

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be an integral part of one of the largest and most respected sport organizations in the world.

In this role, you will be a key member of the Sport/Program department, with responsibility for supporting sport, coach and competition development opportunities. You will work closely with the Sport Department to support Major Games development and organization. This role will also assist in supporting coach development to enrich their skills and deliver high quality opportunities for athletes. You will engage with other staff and volunteers to execute the sport development strategy throughout the province.

**The successful Coordinator, Sport Development will:**

- Believe strongly in the Special Olympics mission, vision, and values.
- Oversee the development of new sport programs & continued growth of existing sports around the Province; organize & lead Try-it Days for sport development across the Chapter
- Work with community organizations and leaders to find solutions to challenges that limit Special Olympics sport program growth and development.
- Key administrative support to the sport directorate in organization of the SOBC Provincial Summer and Winter Games
- Work with VP and Sport Managers to build Team BC leadership. Assume administrative duties of Team BC as assigned which support the Chef and Team Managers; team composition, training coach assignment, Games registration, uniforms, team travel coordination
- Assist with coach development opportunities including delivering workshops, supporting professional development opportunities and assisting recruitment efforts.
- Assist in educating about SOBC's Safe Sport policies and programs
- Undertake other and additional duties as delegated by the senior management of Sport/Program.

**What you'll bring:**

- Post secondary degree in related field.
- Background or knowledge of sport event management, human kinetics, sport science, or recreation
- Excellent interpersonal and communication skills and the ability to make appropriate and timely decisions within authority.
- Ability to manage multiple projects and deliverables and create project plans and roadmaps.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy.
- Strong organizational skills and detail oriented.
- Strong computer skills and advanced knowledge of Microsoft suite including MS Teams.



- Be willing to undergo a Criminal Record and Vulnerable Sectors Check.
- Valid BC driver's license.

This position will require you to work some evenings and weekends, and there will be some travel throughout B.C. At present, Special Olympics BC staff are working in a hybrid work from office/ work from home model. Special Olympics BC reserves the right to change this model in the future. The current salary range for this position is \$48,000 - \$54,000 per annum plus benefits.

Please submit a cover letter and resume to [jkym@specialolympics.bc.ca](mailto:jkym@specialolympics.bc.ca). This position will remain open until March 8, 2026.

### **About Special Olympics BC**

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. To learn more, please visit [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca).

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səliwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.