



Department: Sport/Program

Title: Coordinator, Sport Development (9 Month Contract Position) [OBJ]

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 youth program development, unified programs and coach development opportunities. You will work closely with the Sport Manager to actively engage more youth in Special Olympics programs through a variety of tactics. This role will also assist in supporting coaches 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 growth and development of Youth programming around the Province; including Active Start, Fundamentals & School Sport programs.
- Oversee the development of new sport programs & continued growth of existing sports around the Province.
- Assist with coach development opportunities including delivering workshops, supporting professional development opportunities and assisting recruitment efforts.
- Assist in educating coaches about SOBC's Safe Sport policies and programs
- Work with youth focussed community organizations and leaders to find solutions to challenges that limit Special Olympics growth and development.
- 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. 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.

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, səliłwətaʔt təməxʷ (Tseil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəyəm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.