



Special Olympics Manitoba Position Profile

Position: Competition Coordinator

Accountable To: Director of Sport

Main Function: To coordinate the development, implementation, and execution of sport competitions for Special Olympics Manitoba.

Core Accountabilities and Responsibilities:

- Lead the coordination of SOM-hosted competitions.
- Support competitions hosted by the regions on an as needed basis.
- Support SOM's database of athletes, coaches, and volunteers as needed.
- Lead the competition registration process and the management of competition data.
- Oversee and maintain competition standards and the competition event sanctioning process.
- Coordinate the booking of facilities for SOM-hosted competitions.
- Maintain GMS software for SOM competition use.
- In conjunction with the Director Sport create a competition manual for SOM official sports.
- Maintain annual census data for competition/event attendance.
- Travel throughout the Regions as required, fulfilling the commitments of the position.
- Adhere to project budgets and timelines for competitions and sport.
- Support the Provincial and National Teams as needed.
- Provide supervisory support for the Sport & Competition Support Coordinator.
- Support the Sport Department team as needed.
- Perform other duties as assigned.

Education & Experience

- Undergraduate degree in related field
- Experience in coordinating sport competitions.
- Experience working with people with an intellectual disability would be an asset.
- Ability to work in cross-cultural teams with respect for diversity.
- Must have and maintain a Full Class 5 Manitoba Driver's License with a clear Driver's Abstract.
- Must be able to provide a clear criminal record.

The above is illustrated only and reflects the major duties, which may be amended from time to time as required to suit the Organization.