



Special Olympics Manitoba Position Profile

Position: Program Coordinator

Accountable To: Director of Program Development

Main Function: To support and provide athletes with intellectual disabilities the opportunity to participate in meaningful sport activity at schools and in the community, through traditional and unified sport programming across the province.

Core Accountabilities and Responsibilities:

- Execute and implement the delivery of Special Olympics Unified sport programs in Manitoba schools and communities.
- Promote and facilitate the expansion of Active Start, FUNdamentals and grassroots sport programs in Manitoba.
- Promote and facilitate the expansion of athlete development programs in Manitoba.
- Support partnerships with other organizations and associations within the education system, volunteer, and sport communities.
- Liaise with Special Olympics Canada regarding national sport and athlete development initiatives.
- Maintain accurate data for the annual census, including participation in programs, events, and courses.
- Recruit and train new volunteers for community sport and school programs.
- Travel throughout the regions as required, fulfilling the commitments of the position.
- Establish and adhere to project budgets and timelines.
- Perform other duties as assigned.

Education & Experience

- Education/Training Preferred: Undergraduate degree in related field.
- Experience in coaching, volunteer, program, and/or community development.
- 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.