



Department: Sport/Program
Title: Sport Manager (12-18 Month Contract Position)

Position Type: Management

Location: Lower Mainland

Reports to: Vice President, Sport & Programs

Reporting to this position: Sport Coordinator – Health, Sport Coordinator – Coaching, Sport Coordinator – Competition.

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 leader on our Sport/Program team working collaboratively to engage athletes, coaches and volunteers through competitions, health initiatives, and coaching development opportunities. You will search for and find ways to elevate the performance of athletes and coaches and facilitate new ideas, programs, and initiatives to move the organization forward and build high quality opportunities for athletes and coaches. This position directly supervises the Sport Coordinator, Health; Sport Coordinator, Coaching; and Sport Coordinator, Competition while working closely with the VP, Sport and Programs.

The successful Sport Manager will:

- Believe strongly in the Special Olympics mission, vision, and values.
- Participate in the development of the vision and tactics that will ensure the successful implementation of the initiatives for sport.
- Oversee strategy and end-to-end project management of SOBC's competitions, coach development workshops and Healthy Athlete Screening (HAS) events, including budget development, management and workback planning (Monday.com).
- Works with the VP, Sport & Programs on the recruitment, hiring, reviews, improvement plans, and other activities facilitating the sport team's success.
- Oversee and support the Sport Coordinator – Competition to meet strategic goals for high quality competition, major games, and GMS systems.
- Oversee and support the Sport Coordinator – Coach & Sport Development to meet the strategic goals for coach development, sport development and play unified initiatives.
- Oversee and support the Sport Coordinator – Health to meet the strategic goals for HAS events, virtual learning, and other health initiatives.
- Lead the growth and development of Youth programming around the Province; including Active Start, Fundamentals & School Sport programs.
- Provide support for Provincial Games and Provincial Team development
- Undertake other and additional duties as delegated by the VP, Sport.

What you'll bring:

- 7 + years of experience in a sport related field.
- 5+ years managing projects or people or a combination of both.
- 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.
- Experience managing budgets.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy.
- Strong organizational skills and detail oriented.
- Strong computer skills and advanced user of Microsoft suite including Teams.
- 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 \$65,000 - \$75,000 per annum plus benefits. Start date is June 16, 2025.

Please submit a cover letter and resume to jkm@specialolympics.bc.ca. This position will remain open until April 13, 2025.

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, 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.