



JOB DESCRIPTION

Position Title: Senior Manager, Games and Competitions

Employment Terms: Permanent, Full Time

Reports to: Director, Sport and Competitions

ORGANIZATION BACKGROUND

- Special Olympics Canada (SOC), a program within the worldwide movement, is dedicated to enriching the lives of Canadians with an intellectual disability through active participation in sport.
- SOC is a national not-for-profit grassroots organization that provides sport training and competition opportunities for more than 47,000 athletes of all ages and abilities.
- More than 20,000 volunteers, including over 14,000 trained coaches, currently support Special Olympics programs every day in 340+ communities across Canada.
- Special Olympics Canada's programs are supported by corporate sponsorship, fundraising activities, government funding, foundations, individual donors and the involvement of volunteers.
- Special Olympics in Canada follows a federated program delivery model with a national office and twelve provincial/territorial incorporated chapters.

POSITION SUMMARY:

Based in Toronto and reporting to the Director, Sport and Competitions, the Senior Manager, Games and Competitions is responsible for the development and implementation of a variety of projects within the Special Olympics Canada Sport Department. The primary areas of responsibility include National Games, National Team Program, World Games, Sport Science Program, and Games development.

Within each of these programs, the Senior Manager will contribute to project planning and innovation, operational and logistics management, implementation and evaluation. The Senior Manager will also be responsible for adhering to project budgets and timelines. Under exceptional circumstances applicants outside of the Greater Toronto Area (GTA) will be considered.

JOB DUTIES & RESPONSIBILITIES:

SOC National Games

Act as lead Special Olympics Canada staff member to work collaboratively with National Games Organizing Committees, providing support and direction related to all aspects of planning and implementing a multi-sport games (sport technical, operations/logistics, ceremonies, volunteers, etc.), including but not limited to:

- Compile electronic resources from past Games for Games Organizing Committees (GOC) to use as base of information via SOC Sharepoint/One Drive
- Use resources from past Games to create templates for future GOC leads
- Coordinate amongst all SOC department leads to ensure GOC team has streamlined process of support in all aspects of Games planning
- Sit as member on Games Executive Advisory group



- Oversee quota distribution to Chapters as per the Pan-Canadian Policy
- Provide support for Chapter Chef de Missions and Chapters in team planning, registration, branding guidelines, etc.
- Oversee Games registration process for Chapter participants
- Oversee Games Management System (GMS) data input and results usage at Games
- Ensure quality sport technical requirements are met during Games
- Ensure Games Quality Standards are met from overall Games execution
- Lead identification of qualified athletes from National Games results for the National Team Program
- Provide input and guidance into the National Games bid guidelines and host city selection

This portfolio is supported directly by the Sr Coordinator and indirectly by the remainder of the Sport Department and key staff leads in other departments at SOC.

National Team Program

Act as strategic lead and logistical support for Sr Coordinator to assist in the planning and execution of the National Team Program which includes but is not limited to:

- Assist National Team Program – Committee (NTP-C) with selection of team coaches and mission staff
- Support in the logistical planning of team meetings, training camps and staging camp
- Work closely with Chef de Mission and leadership team to ensure team goals, vision, budget and logistics are met and completed on time
- Assist sport science, nutrition and professional development programs within the team
- Attend Special Olympics World Games as a member of Special Olympics Team Canada

Sport Development

- Support Director, Sport and Competitions in identifying and developing opportunities for collaboration with National Sport Organizations and other related sport delivery providers in regard to Games and competition.
- Assist the Director, Sport and Competitions, with sport technical resources that help to further advance and develop Games and competition across the country.
- Assist with the rule change, divisioning and quota allocation processes and the development of sport technical packages.
- Maintain on-going project plans to constantly assess, evaluate and amend sport development strategies.

Other

- Create resources and provide support for Chapter Games as needed by Chapter representatives
- Maintain and review Games Standards within National Games and selected Chapter Games.
- Work collaboratively with colleagues on initiatives that relate to overall sport department and Special Olympics Canada priorities.
- Provide leadership and training to Chapters in the area of GMS (Games Management System)
- Sit on committees and working groups within SOC, SONA and SOI.



- Actively engage in meetings and provide ongoing sport support to the Chapters.
- Monitor program budgets and timelines.
- Collaborate with Sport Department on funding reporting and requirements

Responsibility for Supervision

- This position oversees a Senior coordinator and may be required to supervise students/interns from time to time. This position also provides leadership and support to volunteers as part of the Games portfolio.

Responsibility for Decision Making

- This position has spending authority within approved budget.
- The position develops projects, processes, policies, and procedures but does not make final decisions in this regard.

Employment requirements:

- Minimum of 3 - 5 years sport, Games or event management experience.
- Previous experience in a multi-sport Games setting in a leadership position either on the organizing or participant side.
- Experience with athlete/team logistics and performance preparation.
- Strong project management skills with an emphasis on attention to detail.
- Ability to manage multiple projects, while adhering to budgets and deadlines.
- Excellent verbal and written communication skills, including proficiency to deliver presentations.
- Excellent interpersonal skills with a capacity to develop and maintain partnerships.
- A self-directed and enthusiastic team player.
- Demonstrated ability to work in a flexible team environment.
- Comprehensive computer skills.
- Ability to travel within Canada and abroad (weekend and evening work is required).
- Ability to communicate in Canada's two official languages is a definite asset.
- Knowledge of the Canadian sport system and Canadian Sport for Life is a definite asset.
- A degree or diploma in sport/recreation management or related experience.

Working Conditions & Physical Effort:

- The position is performed in an office environment, primarily sitting and working on a computer.
- Regular travel is required to attend meetings and Games/competitions.
- Physical effort is minimal though occasional lifting of boxes may be required (up to 25 lbs.).

COMPENSATION:

Will be commensurate with experience and qualifications.

**Application Details:**

Please submit a resume and cover letter to sochr@specialolympics.ca by May 19, 2025. Please include “Application for **Snr Manager, Games and Competitions**” in the subject line

We invite all interested individuals to apply and encourage applications from people with disabilities, Indigenous, Black, and racialized individuals, as well as people from a diversity of ethnic and cultural origins, sexual orientations, gender identities and expressions.

We are committed to providing an inclusive and barrier-free work environment, beginning with the recruitment process. If you have restrictions that need to be accommodated to fully participate in any phase of the recruitment process, please contact Tom Davies (tdavies@specialolympics.ca). All information received in relation to accommodation will be kept confidential.