



**12 Month Contract – Full time**

**District Developer, GTA**

**Based out of the Provincial Office – Toronto**

Special Olympics Ontario (SOO) is a volunteer driven, grass roots organization that operates in 135 communities with 1,900 sport clubs. Weekly sport training takes place throughout the province in 18 sport disciplines for some 21,000 athletes with intellectual disabilities. At this time we offer throughout our 7 districts approximately 160 district competitions on an annual basis. 12,000 volunteers operate and coordinate the localized sport programs and the district competitions.

We are looking for an enthusiastic and dedicated individual to oversee and manage development for Special Olympics Ontario in the Greater Toronto District.

The District Developer will work closely with local and district volunteers, athletes, coaches and community partners and act as an administrative support and liaison between the region and the SOO Provincial Office. The District Developer is responsible for ensuring consistency, continuity and coordination of Special Olympics Ontario programs, sport clubs, athlete and volunteer management initiatives within their assigned district area, as defined by SOO.

The incumbent will have a university education (or equivalent experience) in sport administration, volunteer management or a related field. S/He must be an exceptionally organized individual with excellent written and oral communication skills. S/He must be familiar with the use of major computer packages and have a demonstrated ability for written/verbal presentations. The incumbent will have a working knowledge of sport, volunteer management and experience working with volunteer committees and community service organizations. Preference will be given to candidates who have experience working with special needs populations.

**Key Responsibilities:**

**Community Support**

- Manage communication with community based Special Olympics sport programs and committees.
- Coordinate and assist with volunteer recruitment, orientation and training.
- Public speaking and education.
- Special event management including competition planning and development.
- Community assessment and identification of club development potential.
- Proactive sport club development in identified priority communities.
- Redirection and support to volunteers/athletes as required
- Risk management
- Problem solving and assistance to community/district volunteers.
- Identification and replacement of critical administrative volunteers
- Act as a spokesperson and resource for SOO in order to increase public awareness, funding and partnership with other agencies.

**Sport & Competition Development**

- Work with staff from the provincial office, develop and implement strategies to increase the recruitment of athletes and volunteers and develop new sports programs and competitive opportunities.
- Where appropriate work with provincial sport technical advisors to improve on district competitions and technical capacities.
- Attendance at district meeting.
- Update sport club registration information at pre-seasons meetings.
- Coordinate and assist with athlete recruitment and sport club development.

- Facilitate the planning and implementation of annual district sport competitions.
- Where necessary assist with competitions and events.

#### Administration & People

- Provide administrative advice and strategic support to community and district volunteer committees.
- Act as a liaison for communication between athletes, volunteers, family members and the provincial office.
- Foster consistent and ongoing communication within the district.
- Assist SOO's affiliates, including sport clubs, community councils, and the district competition committee (DAT) in operating within SOO financial/program policies, procedures and guidelines.
- Develop and maintain operating procedures pertinent to areas of responsibilities.
- Work with the other members of the field team to ensure efficient communication between all levels of the organization.
- Coordinate and work in collaboration with sport club and district volunteers and district council committees.
- Manages the conflict resolution, complaints and appeals process for the district
- Reports to the Manager, Program Services
- 

#### Qualifications

- Post-Secondary Education in the field of Sport, Recreation or Volunteer management or equivalent work experience/education.
- Minimum of 3-5 working years in a related field.
- Working knowledge of MS Office programs, including PowerPoint, Excel, Word, Outlook, Publisher and Internet applications.
- Self start with the ability to work independently while managing multiple projects & tasks.
- Excellent communications skills, both verbal and written.
- High degree of organizational sense, business acumen, professionalism and diplomacy.
- Ability to work flexible hours including evenings and occasional weekends.
- Must be available to travel throughout the GTA District when needed.
- Candidate must have a clean drivers record and access to a vehicle.

Special Olympics Ontario supports diversity, equity and a workplace free from harassment and discrimination. Special Olympics Ontario is committed to an inclusive, barrier-free recruitment and selection process and workplace. If you are contacted to participate in the recruitment, selection and/or assessment process, please advise of any accommodations needed with respect to any materials or processes used to ensure you have access to a fair and equitable process. While we thank all applicants, only those contacted for an interview will be acknowledged. Alternate formats will be provided upon request throughout the recruitment and selection process.

To apply for this position please link to the indeed job account and submit your resume and cover letter

<https://employers.indeed.com/j#jobs/view?id=22836bd4da2d>

[www.specialolympicsontario.com](http://www.specialolympicsontario.com)