



Role Description **Mission Staff, Special Olympics Team Ontario**

Special Olympics Canada Summer Games – Medicine Hat 2026

Overview: Team Ontario Mission Staff will represent Special Olympics Ontario at the 2026 Special Olympics Canada Summer Games. The Team Ontario Program is designed to provide athletes, coaches and mission staff with a welcoming team environment built on a foundation of **Excellence, Empowerment, Respect, Growth, and Community**. It will require dedication to training, healthy living, and accountability to its team members. Through their effort and actions, the Team will be ambassadors for Ontario and a source of pride for grassroots programs and communities.

Title: Mission Staff, Special Olympics Team Ontario

Scope: The role of Special Olympics Team Ontario Mission Staff is to ensure the efficient and effective operation of SOTO during the time leading up to and during the National Games. Mission staff ensure a productive, inclusive and positive team experience for the athletes and coaches.

Accountabilities: This volunteer role is accountable to the Chef de Mission. The Mission Staff will work closely with the Chef, Assistant Chef, Team Managers and head coaches on all team administrative functions.

Term: The term of Mission Staff is from the date of selection by Special Olympics Ontario, through the final de-brief and completion of the post-Games report. (approx. June 2025 through September 2026)

Responsibilities:

- Conduct oneself in accordance with the conditions outlined in Team Ontario Mission Staff Agreement Form; the Special Olympics Ontario Policy 7000-02 Travelling Teams - Roles and Responsibilities, and the SOO Code of Conduct.

Pre-Games

- Provide administrative and supervisory support to team members,
- Assist Head Coach as needed in conducting regular virtual team, coach, and family meetings
- Work with the Head Coaches and Assistant Coaches to create and maintain a cohesive team.
- Actively participate in the Head Coach/Mission Staff virtual planning sessions.
- In cooperation with the Chef de Mission, Assistant Chef de Mission, Team Managers, Head Coaches and Assistant Coaches, develop an agenda and plan sport specific sessions for any training camps and meetings.
- Actively plan and participate in SOTO training camps.
- Be familiar with the Athlete Agreement and the roles and responsibilities of the Chef de Mission, Assistant Chef de Mission, Team Managers, Head Coaches, Assistant Coaches and Training Coaches.
- Support the family liaison in communication with and ongoing family relations.

Special Olympics Ontario

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- Provide ongoing input in evaluation of the SOTO.
- Work within the lines of communication set by the SOTO Leadership Team.
- Read and be familiar with all SOTO correspondence and information.
- To assist the Provincial Team Liaison in your area with the travel and uniform logistics
- Assist Team Management with transportation planning and uniform planning as needed

During Games:

- Act as a role model and conduct yourself within the SOTO Program Code of Conduct.
During Games
- Work with the Head Coaches to ensure the effective operation and management of Team members at their respective venues.
- Assist in the supervision of the athletes while travelling to and from the games and possibly during games
- Be present at the respective venue sites (as applicable to your role and assignment) during practice and competition to oversee logistics. Be aware of the location of first-aid treatment areas and outline an emergency plan with your Head Coach and Assistant Coaches.
- Act as the on-site contact for the family liaison (as applicable to your role and assignment)
- Attend daily Chef/Mission meetings
- Provide support to the Communications Liaison in providing content, stories and relevant information.
- Assist Communication Liaison with photos, story lines and athlete profiles.
- Be able to access all respective Athlete and Coach Medical Profile Forms.
- Be familiar with the Emergency Management plan and be able to effectively deal with issues management and conflict resolution
- Retain copies of all accident/incident forms and relay any injuries or concerns to the Chef de Mission.
- Ensure that the athlete and coach's code of conduct is being followed in consultation with the Chef de Mission and Team Managers.
- Travel to and from the National Games as part of SOTO.
- House with SOTO delegation in the Athlete's Village for the entire duration of the World Games.
- Other duties as assigned by the Chef de Mission and Team Managers.

Qualifications:

- Must have attended the 2024 Provincial Spring or will be attending the 2025 Provincial Summer Games
- Must be a member in good standing of Special Olympics in Ontario.
- Experience at major multi-sport games (Provincial and National Games is an asset).
- Demonstrated leadership and ability to build and lead teams.
- Ability to motivate and foster team building.
- Have access to a computer and be comfortable working in virtual settings.
- Excellent written and verbal communication skills.



- Experience in crisis management.
- A strong understanding and fundamental belief in the mission and values of Special Olympics in Canada.
- Strong interpersonal and problem-solving skills as well as experience working with athletes with an intellectual disability.
- Resident of Ontario.
- Knowledge of Special Olympics Ontario policies

Training Requirements

- Special Olympics Canada Competition Introduction (Comp-Intro) – TRAINED
- Make Ethical Decisions (NCCP) – EVALUATED
- Making Headway (Concussion training)
- Safe Sport Training (CAC)
- Current Criminal Record Check (obtained within past 2 years)

This role is expected to be available for the following time commitments (may be subject to change):

- October 17-19, 2025: SOTO Leadership Team Planning Meeting
- November 7-19, 2025: Team ON Training Camp #1 (50% of team, sports TBC).
- November 14-16, 2025: Team ON Training Camp #2 (50% of team, sports TBC).
- August 10 - 16, 2026 (in-person) – National Games
- Monthly evening virtual Mission Staff meetings

APPLICATION DEADLINE: April 2025, Date TBC

Application process:

Interested applicants will be required to submit an electronic application via: the [Team Ontario Application Page](#) prior to the deadline. Please be prepared to submit the following information when applying:

- NCCP number
- Previous experience (Special Olympics and non) surrounding the role
- Answers for a few short questions around why you are interested in the role
- Confirmation that you are available to attend all in-person dates mentioned above

Following the deadline, all applications will be reviewed by the Chef de Mission and SOO staff. Applications will be reviewed and evaluated based on the following process:

1. Endorsement from local SO Community
2. Based on endorsements and review of initial applications, SOO will invite a select group of applicants to participate in a virtual interview.
3. Following the interview, SOO will evaluate both the virtual interview and submitted questions to name the successful candidates. Evaluation will be based primarily on the following areas (listed in order of importance):
 - Special Olympics experience in similar role(s)



- Communication and technology proficiency
- Leadership, teamwork and conflict resolution skills
- Enthusiasm and passion for Special Olympics
- Proven understanding of role and vision of involvement to team