



Department: Sport/Program
Title: Sport Coordinator - Competition

Position Type: Coordinator

Location: Lower Mainland

Reports to: Manager, Sport

Reporting to this position: Local Competition committees or volunteers

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 member of the Sport/Program team working collaboratively to engage and support athletes, coaches, and volunteers in the day-to-day program operations throughout the province. You will engage with other staff and volunteers to develop and implement the competition plan throughout the province.

The successful Sport Coordinator, Competition will:

- Believe strongly in the Special Olympics mission, vision, and values.
- Work with Regional volunteers and Community Development Coordinators to expand opportunities for Regional & Provincial competitions.
- Responsible for coordination of Winter and Summer Regional qualifying competitions; Where needed, execute any SOBC hosted qualifiers.
- Responsible for developing a Competition pathway including youth, and developmental competitive opportunities
- Responsible for overseeing any generic competitive opportunities (BC Games, Canada Games, BC Athletics meets, etc.)
- In collaboration with Coach Development, create competition learning opportunities for coaches and oversee the process for sport rule changes. Where necessary, support the sport directorate for the Provincial Summer and Winter Games
- Responsible for assigned duties for Team BC for the Special Olympics Canada National Games
- Undertake other and additional duties as delegated by the senior management of Sport/Program.

What you'll bring:

- A degree and/or 2+ years experience in a sport related field.
- Experience managing projects or people or a combination of both is an asset.
- Knowledge of the BC Sport System is an asset
- 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 is an asset.
- Ability to manage priorities and balance deadline-driven workload
- 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 \$50,000 - \$55,000 per annum plus benefits.

Please submit a cover letter and resume as soon as possible to jkym@specialolympics.bc.ca. This position will remain open until January 15, 2026.

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 (Tsleil-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.