



Special Olympics
Prince Edward Island
Be a Fan™

Position Title: Program Coordinator – This is a full time contract position from October 2011 – March 2012
Organization: Special Olympics Prince Edward Island
Report To: Program Director

Areas of Responsibility

The Program Coordinator is responsible for implementing and monitoring sport programs for athletes of all ages in PEI with an intellectual disability. Duties will include the implementation of programs that will utilize the Special Olympics Canada Active Start resources for children ages 2 to 6 years and the FUNdamentals resources for children 7 to 12 years, as well as sport delivery for Special Olympics Canada's core and recognized sports that are established and operational on PEI. The Program Coordinator will develop partnerships with educational, health, social service and sport organizations to increase awareness and encourage increased participation in Special Olympics.

Responsibilities

1. Implement and monitor the Special Olympics Canada Active Start and FUNdamentals programs in school and/or community settings.
2. Implement and monitor the Special Olympics sport programs in community and/or school settings that focus on core and/or recognized sports.
3. Create chapter resources, tools and tactics that support youth program development and delivery.
4. Manage the registration process for new youth athletes and volunteers in order to measure deliverables.

In coordination with the Program Director:

5. Work collaboratively with volunteers to host special events for young athletes.
6. Establish and adhere to project budgets and timelines.
7. Maintain on-going plans to evaluate and amend program development initiatives.
8. Manage on-going program development and provide support to the volunteers.
9. Develop a provincial/territorial plan to increase awareness of youth programs and develop strategies that support increased capacity in communities.
10. Work closely with Special Olympics Canada on youth development deliverables and complete reporting documents.

Qualifications

- A University degree in Sport/Recreation, Education or related discipline or relevant experience
- Excellent project management skills with an attention to detail;
- Excellent interpersonal skills with a capacity to develop and maintain partnerships;
- Excellent verbal and written communication skills including group presentations;
- Excellent judgment and decision making skills;
- A self-directed and enthusiastic team player;
- The ability to travel (some weekend and evening work required);
- Bilingual (English/French) an asset.

To apply, please forward your resume, cover letter and two references no later than October 21st, 2011 at 4:00pm EST. to:

Special Olympics Prince Edward Island
40 Enman Cres. Rm 240, Charlottetown, PE C1E 1E6
Fax: 902-892-4553
E-mail: csheehan@sopei.com

We thank all applicants for applying however only those selected for an interview will be contacted.

Canada

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