

## **Special Olympics Manitoba Green Team Student Position**

### **Job Description:**

**Term Position:** Community Development Coordinator

**Accountable To:** Director of Program Development

**Main Function:** To support and provide athletes with intellectual disabilities the opportunity to participate in meaningful sport activity at schools and/or in the community, through traditional and unified sport programming across the province.

**Wage:** \$15.30 per hour

### **Employment Requirements:**

- Based on the funding requirements for this position, applicants must be youth aged 15-29 years and a Manitoba resident who is legally entitled to work in Canada.
- We are looking for 1 term position in Brandon, Manitoba and 3 term positions in Winnipeg, Manitoba.
- 35 hours per week from July 2, 2024 to September 30, 2024 per Community Development Coordinator position.

### **Core Accountabilities and Responsibilities:**

- Promote and facilitate the expansion of preschool, youth and adult sport programs within the community.
- Support the Director of Program Development with facility scheduling, program confirmation and facility set-up plans.
- Monitors and maintains inventory of program equipment and supplies, sources, and purchases when required.
- Responds to telephone enquires/e-mails, troubleshoots and problem-solves issues.
- Assists with registration questions, customer service and waitlist management.
- Assists in overseeing day-to-day operation of sport programs.
- Promote and facilitate one Healthy Athlete workshop promoting nutrition, hydration and exercise to Special Olympics Manitoba athletes.
- Maintain accurate data for the annual census, including participation in programs, events, and courses.

- Recruit and train new volunteers for community sport and school programs.
- Travel throughout the regions as required, fulfilling the commitments of the position.
- Establish and adhere to project budgets and timelines.
- Perform other duties as assigned.

### **Education & Experience**

- Education/Training Preferred: Undergraduate degree in related field.
- Experience in coaching, volunteer, program, and/or community development.
- Experience working with people with an intellectual disability would be an asset.
- Ability to work in cross-cultural teams with respect for diversity.
- Must have and maintain a Full Class 5 Manitoba Driver's License with a clear Driver's Abstract.
- Must be able to provide a clear criminal record.

The above is illustrated only and reflects the major duties, which may be amended from time to time as required to suit the organization.