



Special
Olympics
**Unified
Sports®**



Title: Unified Sports Program Manager

Position Type: Manager

Location: Edmonton

About the Position:

In this role, you will be responsible for leading the expansion and support of Unified Sports programs in elementary, junior high, and high schools throughout Alberta. Working collaboratively with both Special Olympics Alberta and the Alberta Schools' Athletic Association (ASAA), you will oversee initiatives that promote inclusivity and empower students with intellectual disabilities to participate in sports. A key aspect of this role involves supporting students' transition from high school Unified Sports programs to community-based Special Olympics programs.

Unified Sports Program Managers must believe strongly in the mission, vision, and values of both Special Olympics Alberta and ASAA. They will play a central role in building and maintaining positive relationships with school administrators, educators, and community partners to foster sustainable, impactful programs.

Responsibilities:

Provide Leadership and Drive Program Growth:

- Develop and implement strategies to grow Unified Sports programs across Alberta's elementary, junior high, and high schools.
- Recruit and support schools to establish new Unified Sports programs, providing resources and training to help educators successfully conduct inclusive sports events.
- Engage with school administrators and athletic directors to promote the Unified Sports mission and encourage participation.

Oversee Event Planning and Coordination:

- Plan, coordinate, and execute school-based Unified Sports events as required, ensuring a welcoming, supportive environment for participants.
- Oversee Alberta schools in the planning and execution of Unified Sports events to ensure compliance with Unified Sports principles and practices.
- Work closely with school staff to ensure events align with the goals of both Special Olympics Alberta and ASAA.

Facilitate Student Transitions to Community Programs:

- Establish and promote pathways for students to transition from high school sports to local Special Olympics programs after graduation.
- Partner with community-based Special Olympics programs to create smooth transitions for students continuing their sports involvement.

Track Program Metrics and Provide Reporting:

- Monitor participation and growth in Unified Sports programs, regularly reporting metrics and program outcomes.
- Identify areas for improvement and work collaboratively to enhance program offerings.

Develop and Strengthen Partnerships:

- Build relationships with sport organizations, school boards, local governments, and other stakeholders to support Unified Sports programs.
- Collaborate with community partners to broaden program resources and opportunities.

Manage Budget and Grant Applications:

- Prepare and oversee budgets for Unified Sports events and activities.
- Identify and apply for grants to support program growth, ensuring compliance with reporting requirements.

Coordinate Communication and Collaboration:

- Serve as a key contact for Unified Sports inquiries, facilitating regular meetings and updates between Special Olympics Alberta and ASAA.
- Support both organizations by assisting with strategic initiatives and ensuring a unified approach.

Skills and Qualifications:

- Previous experience in program and/or event management, sports administration, or a related field, with a focus on managing and growing programs.
- Strong interpersonal, organizational, and time-management skills, with the ability to work independently and in team settings.
- Experience in event planning and coordination, ideally within a school or community sports environment.
- Strong relationship-building skills, with the ability to engage diverse groups and maintain positive partnerships.
- Valid Alberta driver's license and the ability to travel within Alberta as required.

This role may require work outside regular office hours, including evenings and weekends.

Compensation:

Starting at \$65,000 plus a comprehensive health benefits package.

Please submit your resume and cover letter in PDF format by November 20, 2024 to Jill Moore, Vice President - Sport at jmoore@soalberta.ca.

Only those selected for an interview will be contacted.