Special Olympics
Alberta

Position Title:	Youth Development Coordinator - Contract (July 2010 to March 2011)
Organization:	Special Olympics Alberta
Report To:	Vice President of Sport

Primary Areas of Responsibility

The Youth Development Coordinator is responsible for developing sport programs for young athletes with an intellectual disability in school and/or community settings. The implementation of grassroots programs will achieve Special Olympics Alberta strategic goals to increase athlete recruitment and retention and to increase new volunteers and family involvement. This position 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. Additionally, sport program delivery will focus on Special Olympics Canada's core and recognized sports. The Youth Development Coordinator will develop partnerships with educational, health, social service and sport organizations to increase awareness and encourage increased participation in Special Olympics.

Responsibilities

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

Qualifications

- A University degree in Sport/Recreation, Education or related discipline;
- 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 and cover letter no later than August 1, 2010 to:

Special Olympics Alberta
11759 Groat Road
Edmonton, AB T5M 3K6

Fax: 780-422-2663 e-mail: jbyrne@specialolympics.ab.ca

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

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