**Job Title: Program Director**

**Purpose:** The Program Director is the Special Olympics NL staff person responsible for the development, implementation and administration of all sport programs – their content, delivery and evaluation, to ensure that programs adhere to the policies and procedures established by the SONL Board of Directors and Special Olympics Canada.

**Reports to:** Executive Director

**Areas of Responsibility:**

Within the overall mandate established by the SONL Board of Directors and Special Olympics Canada, the Program Director shall have specific responsibilities in the following areas:

**Volunteer/Coach Development:**

- Create and compile chapter resources, tools and tactics that support grassroots sport program delivery and volunteer development
- Develop, implement and update a volunteer orientation/recruitment package
- Act as a technical resource to community volunteer committees
- Act as Master Learning Facilitator for Special Olympics to oversee the recruitment and training of future Learning Facilitators
- Manage the delivery of the SOC-NCCP course offerings; provide information to clubs regarding additional NCCP training opportunities
- Oversee the administration and maintenance of the Coaching Association of Canada’s database – The Locker
- Work with clubs to ensure that all coaches meet the minimum coach certification standards as outlined by SONL policies
- Work with all Provincial Sport Organizations to ensure that SONL coaches have access to ongoing technical training and development opportunities

**Program Development:**

- Work with the Outreach Coordinator to plan and coordinate for program expansion in geographical areas of the province
- Work with the clubs to identify areas for development and growth within their sport programs
- Develop and distribute club resource materials
- Manage and oversee the implementation of additional programs, including but not limited to Healthy Athletes, Athlete Leadership Programs and the Youth Activation Council
- Actively seek and manage grant applications pertaining to program development
- Liaise with Special Olympics Canada on all National initiatives and funding projects
- Liaise with Provincial Sport Organizations to promote a wider availability of generic sport programs to Special Olympics Athletes
- Assist in the planning and execution of RLC meetings
● Administer all Recognition/Award Programs

Games and Competitions:

● Maintain a Chapter-wide competition schedule; oversee the development of a standardized approach to competition delivery in the province
● Develop and maintain a standardized sport specific competition requirements template
● Work with the RLC to select sites for SONL Provincial Games and competitions
● Work with host clubs to develop a Games/Competition organizing committee
● Work with organizing committees to plan and coordinate arrangements for all Provincial Competitions and Games.
● Ensure SONL technical packages are following Special Olympics Canada’s guidelines
● Work with other Provincial Sport Organizations and the Provincial Government to access resources that will assist in raising the quality of the sport technical aspects of SONL Games and competitions.
● Oversee all aspects of member participation in Special Olympics and generic games
● Administer, update and implement the Provincial Team Training Program (PTTP) for all Special Olympics Canada Games
● Liaise with Special Olympics Canada to support Newfoundland and Labrador athletes selected to the National Team Training Squad (NTTS)

Travel:

● Travel to provincial competitions by sport each year
● Travel provincially to deliver training programs
● Travel to National meetings
● Travel to International meetings

Qualifications:

● Minimum of Bachelor’s degree or diploma in education, recreation, physical education, sports management or related field
● Knowledge of and experience in the field of individuals with an intellectual disability
● Demonstrated knowledge and successful background in the area of physical activity
● Possession of excellent interpersonal communication and volunteer management skills
● Strong writing skills, ability to write concisely and persuasively
● Ability to represent the organization in a professional manner
● Ability to relate well and work effectively with the public
● Required to work some evenings and weekends
● Effective time management including managing multi-tasks
● Experience with Office software
● Valid NL driver’s license
● Requires some physical labour in loading/unloading equipment at events and office

Compensation:

SONL offers a competitive salary and benefits package including RRSP, health dental and vision.
**Hours of Work:**

This position is a permanent full-time position. Evening and weekend work will be required from time-to-time.

**Start Date:** The scheduled start for this opportunity is immediate.

**How to Apply:**

If you are interested in applying to this opportunity, please submit your resume via email in MS Word or PDF format to trishw@sonl.ca. Please note the successful candidate will be required to complete a criminal background and vulnerable sector check.

**Closing Date: April 14, 2016**

*We thank all applicants for their interest, however, only those selected for an interview will be contacted.*