



Special
Olympics
**Unified
Sports®**



Unified Sports Program Coordinator

About the Organizations:

Special Olympics Alberta is part of the world's largest sports organization for people with intellectual disabilities: with more than 4.5 million athletes in 170 countries -- and millions more volunteers and supporters. Special Olympics delivers world-class sport programs to people with intellectual disabilities of all ages and a wide range of abilities daily in communities and schools across Alberta. For more information, please visit: www.specialolympics.ca/alberta or www.specialolympics.ca/alberta/unified-sports.

The Alberta Schools' Athletic Association (ASAA) is the governing body for high school sport in the province of Alberta, administering provincial championships in 12 sports for over 380 member schools. The Association provides ongoing assistance to School Administrators, Athletic Directors coaches and others who seek to provide the best possible experience to Alberta's high school student athletes. For more information, please visit: www.asaa.ca.

About the Position:

The Unified Sports Program Coordinator is entrusted with the responsibility of overseeing the Special Olympics Unified Sports program and ASAA Para Sports Program in high schools throughout the province. This collaborative position is shared between Special Olympics Alberta and ASAA, with the coordinator working primarily from the ASAA office located in Edmonton, Alberta.

This role requires a dynamic individual who can seamlessly integrate the objectives of both organizations to foster the growth and inclusivity of Unified Sports programs within Alberta's high schools. The coordinator will play a pivotal role in creating a positive impact on the lives of individuals with intellectual disabilities through sports and teamwork.

Responsibilities:

The Unified Sports Program Coordinator will:

1. Support Growth of Special Olympics Unified Sports:

- Recruit new ASAA member schools to participate in Unified Sports and provide training for schools to conduct Unified Events.
- Assist Alberta high schools in expanding existing Special Olympics Unified Sports programs across the province.

2. Event Coordination and Planning:

- Collaborate with schools and coaches to coordinate, plan, and execute various Special Olympics Unified Sports events.

3. ASAA Championships Involvement:

- Contribute to the organization and integration of Unified Sports and para events at ASAA provincial championships.

4. Program Monitoring and Metrics:

- Track program participation and provide specific metrics on program participants and growth.

5. Partnership Development:

- Cultivate and strengthen partnerships with other sport organizations (ASRAB, TSC, Edmonton T&F Council, Canada Sports Hall of Fame).

6. Grant Applications and Budget Management:

- Apply for relevant grants, assist with grant applications and reports.
- Create and monitor the Unified Sports budget, allocating funds for different events.

7. Coordination and Communication:

- Coordinate and attend regular meetings between Unified Sports and Special Olympics Alberta.
- Provide assistance to ASAA and Special Olympics Alberta as needed.

Qualifications and Experience:

The successful candidate should possess the following:

- Strong interpersonal, organizational, and time management skills and the ability to do work in a team environment.
- Post-secondary diploma or degree in a related field.
- Experience in event planning is mandatory; prior tournament planning experience preferred.
- Valid driver's license and be comfortable with provincial travel.

Compensation:

\$50,000-\$55,000 plus a comprehensive health benefits package.

To apply:

Only emailed applications will be accepted (must be pdf format). Applications must include a resume and cover letter in order to be considered for this position. Qualified applicants are invited to express their interest by emailing a cover letter and resume by **Friday, February 23, 2024**, to the email address below. Only those selected for an interview will be contacted.

John Paton, ASAA Executive Director

Email: info@asaa.ca

Alberta Schools' Athletic Association

11759 Groat Road

Edmonton, AB, T5M 3K6

Website: www.asaa.ca