



**Job Title:** Games Coordinator

**Location:** Gander

**Purpose:** The Games Coordinator, with the support of the provincial staff and Games Organizing Committee (GOC) will assist in the development and implementation of all aspects of Special Olympics Newfoundland and Labrador (SONL) Summer Games taking place in Gander from **Thursday July 3 – Sunday July 6 2025**. These Games are a multi-sport competition welcoming over 400 Special Olympics athletes, coaches and mission staff from across our province.

**Anticipated Start date:** March 24, 2025

**Anticipated End date:** July 11, 2025

**Term:** 35 hours a week

**Rate of Pay:** \$20.00/hour

#### **Duties Include:**

- Work as both part of a team and independently, managing multiple tasks
- Serve as an ex-officio on all Games committees, attending meetings as required
- Provide support to all committees as required; preparing and distributing meeting materials, arrange meeting dates/time/location, contacting attendees, etc)
- Maintain a complete and accurate list of registered participants and necessary accommodations
- Promote the Games and recruit necessary personnel to run a successful Games
- Maintain a complete and accurate list of volunteers; work with volunteer coordinator to ensure all timeslots/duties are covered
- Work with sport leads and venue contacts to ensure venue spaces are appropriate and ready
- Ensure welcome packages and appreciation items are sourced and ready for distribution
- Work with the Games Management System (GMS)
- Using Games Standards work to elevate Games where possible
- Ensure all tasks necessary to run a successful Games are completed

#### **Qualifications**

- Working knowledge of M365 (Sharepoint site), including but not limited to Word, Excel and PowerPoint
- Ability to work in a fast-paced environment with multiple tight deadlines
- Ability to work flexible hours; including evening and weekends
- Excellent written and verbal communication and interpersonal skills
- Education or equivalent work experience in sport, recreation or volunteer/event management

#### **Requirements**

- Current criminal record check including vulnerable sector screening
- Driver's license and near daily access to a vehicle

#### **Special Olympics Newfoundland & Labrador**

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To apply, please forward resume and cover letter by **March 10<sup>th</sup> 2025** to SONL Program Director, Jennifer McCann, [jennifer@sonl.ca](mailto:jennifer@sonl.ca)

We would like to thank all applicants who apply, however only those selected for an interview will be contacted. No phone inquiries please.