

Sport Technical Manager

2023 Special Olympics Winter Games

Job Description:

Responsible to: SOBC sport staff
Commitment: September 2022 – March 15, 2023

The Sport Technical Manager will assume responsibility for the sport specific areas of the competition and ensure a positive experience for all participants.

General Responsibilities:

- To oversee the sport specific competition with assistance from the SOBC Provincial Advisor
- To act as a member of the Protest committee for your sport
- To attend Winter Games related meetings upon request
- To be available for the duration of the Winter Games: February 2, - 4th, 2023
- To attend the Volunteer orientation on Tuesday, January 31, 2023, to provide any training needed to volunteers for your sport.
- To provide progress reports to SOBC sport staff (can be verbal or written) and to submit a final report with recommendations to SOBC.
- To work in coordination with the Venue Manager to ensure the efficient operation of the competition

Specific Accountabilities:

- To assist with the development of the sport schedule
- To assist with the recruitment of key volunteers
- To ensure all volunteers are familiar with their assigned roles
- To collect and organize all score sheets and/or results sheets
- To provide a list of equipment that will be required
- To sit on the sport appeals committee during the Games
- To attend the coaches meeting held two weeks prior to the games.
- To answer all sport related questions with the assistance, if needed, of the SOBC Provincial Technical Advisor
- To assist with all other duties assigned by the SOBC Sport Staff

