



# **Volunteer Special Olympics - Head Coach Volunteer**

**Port Hardy and North Island  
Port Hardy**

**Friday January 30, 2026**

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**Company:** Special Olympics BC - Mt. Waddington

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**Industry:** A&E/Recreation

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**How to apply:**

Contact Amy Gibb with your resume or detailing some reasons why you want to volunteer with our organization. Email: [agibb@specialolympics.bc.ca](mailto:agibb@specialolympics.bc.ca) Phone: 250-252-0515

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**Attachment:** [Coaches and Program Volunteer Role Description.pdf](#)

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**Expiry Date:**

Friday, February 13, 2026

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**Details:**

Join us as we restart programming in Port Hardy and Port McNeill! We are looking for the right people to join our sport programs and youth programs, as well as our administrative committee. Head Coach \*NOTE: To ensure all criteria are being met, it is expected that some duties should be delegated to either an Assistant Coach or Team Manager. Liaise with: Program Coordinator, Assistant Coach Commitment: 2 Year term, reviewed at end of each year (No limit to the number of terms) Goals: Lead planning and delivery of quality sport programs Specific Accountabilities:

- Prior to start of season hold a pre-season meeting with assistant coaches and program volunteers to determine yearly goals, seasonal plan, and review year's budget
- Regularly communicate with assistant coaches (i.e., 10 minutes prior to start of each practice as well as 10 minutes following)
- Plan all activities for the season (weekly lesson plans, seasonal plan, yearly goals)
- Ensure appropriate consultation is had with all coaching contingents
- Review Emergency Action Plan with all volunteers and athletes, practice at least once per season
- Conduct a Skill Assessment of all athletes at beginning of season
- Serve as official spokesperson for the athletes/team
- Maintain necessary contact & communication with parents/caregivers
- Minimum two (2) notices a season (i.e., pre & post season)
- Make available Head Coach's contact phone number to members in their program
- Ensure timely written notice to caregivers and/or athletes of all games/competition regarding all aspects including time, place, travel arrangements and equipment needs
- Ensure that all athletes/volunteers are registered to participate
- Take weekly attendance
- Ensure that follow-up phone contact is made to all athletes not at practice or competition/games
- Facilitate

practices with assistant coaches with the safety and wellbeing of the athletes as the foremost concern •Attend regularly scheduled coaches' meetings or send a representative •Ensure all athletes/volunteers have gone home or have been picked up after practices, and that the facility is returned to original condition •Regularly attend and coach athletes/team in all practices and competitions •Regularly attend competitions with athletes/team •Devote adequate time to preparation of athletes for events, as per SOC Competition Sport Workshop (warm-up, skill development, cool down, mental preparation, attire, equipment) •Follow Sport Specific Skill Book or other resources available •Ensure that athletes are physically prepared to achieve maximum performance at competition •Prepare and submit a year-end report to Program Coordinator, which contains a summary of the year's activities (may also contain evaluations of players & any recommendations) •Ensure behavioral or medical incident reports are completed when needed •Prepare next season's budget and submit to program coordinator

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### **Qualifications & Experience:**

You don't need a sport background to volunteer with SOBC. All you need is enthusiasm for helping empower people with intellectual disabilities through year-round sport, youth, and health programs and events. SOBC provides full training resources and tools to help you perform at your best in your role. Minimum requirements for all volunteers: •Must be at least 19 years of age •Must be fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, Making Ethical Decisions module and online evaluation, and CAC's Safe Sport completed) and any additional requirements in place at the time •Must abide by Special Olympics BC policies •Must abide by procedures set by the Local •Must follow the philosophy of Special Olympics BC as presented in the Mission Statement

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