

SPECIAL OLYMPICS SOUTH DAKOTA SPORTS DIRECTOR JOB DESCRIPTION

Position Overview

Responsible for assisting in the development, organization and coordination of area/regional and state competitions; for the improvement, implementation and coordination of Special Olympics South Dakota's (SOSD) coach's education and volunteer training.

Supervisory Responsibility

Interns, Area Competition Coordinators (ACC), Games Organizing Committees and key sports volunteers

Primary Duties

- Assist VP Sports & Competition in continued growth and development of existing state and regional competitions.
- Take a lead role in introducing and demonstrating Winter Sports opportunities and expanding State Winter Games Competition.
- Restructure and implement a coaches' education system and training curriculum.
- Take a lead role in growing Bocce Ball into all areas of the state and implementing a State Bocce Ball Competition.
- Assist in on-going updates of sports competition information, rules, and producing the annual Competition Guide.
- Operate Games Management software (GMS).
- Assist in the annual schedule of competitions and events.
- Assist and contribute to the ongoing development and implementation of the SOSD Strategic Plan.
- Work with SOSD Development staff to identify and create sponsorship opportunities.
- Assist in the preparation and execution of the annual sports budget.
- Assist with new coach recruitment as necessary to support athlete growth.
- Prepare written reports and make oral presentations.
- Give presentations as required to general public and volunteers.
- Assist with coordination of Team USA/South Dakota delegation for World Games and USA Games.
- Assist with Unified Champion Schools programming as it relates to your position
- Perform other duties as assigned.

Education and Experience

- Bachelor degree or equivalent in Sports Management, Physical Education, or related field.
- Previous experience in organizing sports events.
- Experience working with or serving as a volunteer, and a background in Special Olympics helpful.

Required Skills and Abilities

- Must have excellent oral and written communication skills.
- Strong organizational skills and ability to multi-task.
- Ability to prioritize and meet deadlines.
- Proficiency in the following skills: Public Speaking, Interpersonal, Computer, and Training.
- Must pass a background check and have a valid driver's license and a clean driving record.
- Ability and willingness to travel and work irregular hours including nights and weekends.
- Able to lift and carry 50 lbs.
- Able and willing to work as part of a team to ensure the successful programmatic endeavors of Special Olympics South Dakota.

Special Olympics South Dakota

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Compensation

Commensurate with experience, benefits package as outlined in the SOSD personnel policies.

Full-time exempt position
Complete benefits package
Flexible Schedule

Note: Due to the extensive evening, weekend and travel assignments, along with other requirements of the position, the 8:00 – 5:00 concept of work time-frame is impossible to consider. The staff of Special Olympics South Dakota is required to operate with a time frame of whatever it takes to insure quality results.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as assigned.

Employment by Special Olympics South Dakota, Inc. (“SOSD”), a South Dakota not-for-profit corporation, is not based on a contract and is strictly on an “at will” basis. Employees of SOSD are not guaranteed employment for any definite period. SOSD reserves the right to transfer or terminate employees at any time with or without cause. The employment of all employees may be terminated at the will of SOSD.

Qualified candidates should send a cover letter and resume to cgrubb@sosd.org by August 12th.