

## **SPECIAL OLYMPICS SOUTH DAKOTA SOUTHEAST AREA SPORTS DIRECTOR JOB DESCRIPTION**

### **GENERAL STATEMENT OF DUTIES:**

The position is accountable for coordinating competition, training and outreach within the Southeast Area of South Dakota through successful event planning and volunteer management. The position acts as a liaison between Special Olympics South Dakota (SOSD), its athletes, coaches and volunteers and the local communities served by recruiting athletes, volunteer leadership, and supporting fundraising activities at an area level. This position will maintain an office at Special Olympics South Dakota's in Sioux Falls but will require travel for meetings and events as needed.

**SUPERVISION RECEIVED:** Under direct supervision of the Head of Sports and Competition

### **DUTIES AND RESPONSIBILITIES:**

- Fulfill the mission of Special Olympics South Dakota within the assigned geographical area as directed by Special Olympics South Dakota.
- Plan, coordinate and supervise year-round Special Olympics South Dakota's Competition Events within a designated geographic area.
- Secure facilities for area events in the SE area.
- Provide an annual schedule of events for competitions in your geographical area.
- To oversee the recruitment, training and assistance offered to all Games and Event Directors, committees and volunteers for Program Games and maintenance of up-to-date handbooks and officiating materials.
- To assure that the most equal division of athletes, by age and ability, is utilized by all Program Games.
- Perform all duties related to registration, data entry and reporting.
- Work to secure in-kind donations and reduced cost facilities.
- Identify sponsorships to financially support all events in the area.
- Recruit local Area Competition Coordinators (ACC)
- Manage and provide leadership to ACC's and volunteers/volunteer committees on each event or activity in assigned areas to ensure volunteers are fully supported and accomplish the tasks required for success.
- Recruit new athletes into program and maintain current athletes in cooperation with local teams.
- Identify human service agencies, contacts, schools and service providers who serve individuals with intellectual disabilities in the area.
- To assist Local Delegation Committees in conducting quality competition and in following the official SO sports rules.
- Be available to contact interested new athletes and direct them to appropriate delegations.
- Assist with new team development for schools/providers/etc. that seek to join the organization as a group.
- Assist with new coach recruitment as necessary to support athlete growth.
- Work with the Marketing Director to provide information to the media to publicize events and to coordinate and approve all PSA's with local media.
- Coordinate and disseminate information coming to/from the SOSD State office.
- Prepare written reports and make oral presentations.

- Ensure that local programs conduct training in accordance with the State and National Special Olympics Rules and Regulations.
- Act as the State Office spokes-person and representative for Area Special Olympics events.
- Ensure appropriate thanks and recognition of volunteers.
- Prepare and submit annual budget for your area events to the Head of Sports and Competition.
- Assist with Unified Champion Schools programming as it relates to your position
- Perform other duties as assigned.

### **COACHES EDUCATION:**

- Ensure that Coaches Education is implemented according to guidelines mandated by SOI.
- Recruit, train, and utilize Sports Management Teams for SOSD's Coaches Education.
- Schedule and coordinate coaches' training.
- Provide coaches with skill guides and sports rules as needed.
- Maintain records of training taken.

### **ABILITIES:**

- Must demonstrate ability to work independently, take initiative and manage numerous responsibilities simultaneously.
- Basic computer skills required including Microsoft Excel and Word.
- Ability to travel within assigned area and work irregular hours.
- Willing to work with coaches, athletes and parents in a harmonious and cooperative manner.
- Able and willing to work as part of a team to ensure the successful programmatic endeavors of Special Olympics South Dakota.
- Access to a computer, printer and scanner is required.

### **REQUIREMENTS:**

- High School Graduate. College experience preferred but not necessary.
- Must pass a background check and have a valid driver's license and a clean driving record.
- Must have excellent oral and written communication skills.

### **COMPENSATION:**

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

Full-time exempt position

Complete benefits package

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 timeframe is impossible to consider. The staff of Special Olympics South Dakota is required to operate with a time frame of whatever it takes to ensure 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.