



Sports Director

Job Description

Responsible for development, implementation, and supervision of all sports related activities, including competition, training, management and development of the Special Olympics PA-Allegheny County training sites. Using sound management practices, adhering to policies and procedures established by Special Olympics Pennsylvania, Inc. and Allegheny County, Special Olympics North America, and Special Olympics, Inc., this individual will be responsible for all aspects of the sports training and competition functions.

Responsibilities:

This position will assume the responsibilities below in support of all SOPA-Allegheny County training sites and sports related activities. A primary focus of this position will be the expansion of the SOPA-Allegheny County program through new partnerships with county-wide entities serving individuals with intellectual disabilities including: AIU programs, area school districts and private schools.

A. Training

- Working with program leadership, insure adequate training sites are available to offer training to Allegheny County athletes. This includes but is not limited to; maintaining those sites already established and develop new sites as necessary; assist in volunteer recruitment for site coordinators and coaches
- Training Liaison with school based programs
- Set up training certification opportunities in Allegheny County for coaches
- Identify new sports training opportunities for Allegheny County athletes

B. Competition

- Develop, update and manage annual schedule of local competitions for both community and school based programs and/or other competitions events
- Identify individuals to serve as volunteer Event Directors, where appropriate, for Allegheny County competitions and establish and oversee an Events Management Team to ensure preparation and/or coordination of each Allegheny County competition
- Ensure Allegheny County athletes have the opportunity to participate in competitions hosted at a Local, Special Olympics PA and Special Olympics International levels. This includes but not limited to; serving as Allegheny County's Head of Delegation at all Special Olympics PA Sectional and State tournament events
- Enforce all appropriate policies and procedures

C. Administration

- Serve as the acting Director in the absence of the Allegheny County Director
- Develop the training and competition budgets for Allegheny County
- Interpret the policies and procedures and rules of SOI, SOPA and follow accordingly
- Insure the registration paperwork for all local, sectional and state competitions is completed and submitted by the required deadlines
- Assist Office/Communications Manager with the program's website and newsletter
- Assist in obtaining and verifying proper completion of both the Athlete Application for Participation and Volunteer Registration forms

D. Other duties as assigned by Allegheny County Director

Relationships

- Reports to Allegheny County Director
- Maintains communication to and in support of SOAC Management Team
- Supervises all sports related volunteers

Qualifications:

- Bachelor degree or equivalent in Sports Management, Physical Education, or related field
- Previous experience in organized sports events highly desired
- Experience in working with or serving as a volunteer, and/or a background in Special Olympics preferred
- Excellent oral and written communication skills
- Physical ability to be able to lift up to 50 lbs.

Minimum Requirements:

- Flexible schedule to include nights and weekends along with overnight travel
- Fully able to travel extensively
- Minimum 40 hours per week

APPLICATION INSTRUCTIONS: Submit a letter of interest, resume, salary history, references, and salary requirements to: Special Olympics Allegheny County; 404 First Street, Heidelberg, PA 15106 or specialolympicsallco@verizon.net .

Deadline to submit: Friday, February 10, 2012

No phone calls will be accepted.

EEO/M/V/H/V

ORGANIZATION DESCRIPTION

Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania and 950 in Allegheny County -- are constant reminders of all that is right with the human spirit. For more information, visit www.so-ac.org.