**Regional Sport & UCS Director**

**Department:** Program

**Relationships:**

* Direct supervisor – Northwest Region Executive Director
* Work collaboratively with Regional team, Unified Champion School team and Regional Sport Directors across the state.

**Location:**  This position will eventually report to the SOPA, Northwest Regional office expected to be in the Greater Erie area.

**Position Summary:** Special Olympics Pennsylvania (SOPA) is in the process of completing a multi-year reorganization which will allow us to better serve our athletes and volunteers. We are seeking an enthusiastic leader to oversee all geographic area sports activities within the newly formed Northwest Region to Clarion, Crawford, Erie, Forest, Mercer, Venango, and Warren Counties. This position will be responsible for strategic growth of sports activities, Unified Champion School programming and support the recruitment of new SOPA eligible athletes, volunteers, and community partners to meet the Region’s and state goals. A willingness to travel is required as regular site visits and competition attendance is a requirement of this position.

Every day we empower athletes to shatter stereotypes and exceed their personal best on the playing field and in life. Your work will raise awareness and strengthen local communities by promoting respect, acceptance, and inclusion for our athletes. As part of this team, you will make a difference.

**Key Responsibilities:**

Community Program

* Oversee and direct Northwest Region Sport Team Leaders (volunteers) for day-to-day activities in region.
* All aspects of coach management ensuring quality training and volunteer experiences. To include but not limited to:
  + Onboarding of new coaches
  + Coach Training schools and Sports certification requirements
  + Preseason meeting
  + Post-season assessments
* Oversee Training Site Assessment evaluation and ensure each site is meeting the established quality standards.
* Manage seasonal sport sign-ups for the Region to include promotion, registration, rosters, and reporting of training numbers.
* Plan and execute Regional Competition events and identify regional events that will serve as qualifiers to state level competition.
* Oversight and responsibility of managing sectional and state Northwest Region participation; registration, transportation, on-site support as needed, post event assessment (feedback), etc..
* with universities/colleges, agencies serving athletes or potential athlete population, school districts, sports organizations including township and park and recreation and volunteer groups to meet activity needs, etc.

Unified Champion School (UCS) Program

* Develop and manage relationships with key staff and student leaders at assigned schools. Provide them with the resources, direct guidance, and support needed to achieve excellence in the following UCS components to ensure quality outcomes:
  + Interscholastic Unified Sports (IUS)
    - Train coaches and ensure they follow the rules and implement the principles of Unified Sports in their practices and competitions.
    - Competition management meets the quality standards established by SOPA. This includes a sufficient number of well-trained officials and volunteers, enforcement of the rules, knowledge of the protocols, and necessary venue elements.
    - Collecting the required paperwork and entering data and information into the SOPA data base.
  + Inclusive Youth Leadership
    - Work with the school faculty liaison to ensure an inclusive youth leadership club (students with and without intellectual disabilities) has an effective student governance structure; articulated goals and planned activities; and an understanding of how to best engage students with and without disabilities.
  + Whole School Engagement Activities
    - Ensure the school is doing a minimum three school-wide engagement activities led by students which promote education and awareness about inclusion, social justice through sports, anti-bullying, and other school-climate focus areas.
  + School Sustainability
    - Engage the inclusive youth leadership club in a fundraising activity to support UCS such as a Cool Schools Polar Plunge.

General

* In conjunction with Region Leadership and staff, the Sports Director is responsible for developing and implementing sports strategies that align with SOPA’s Strategic Plan and ensuring the Region is meeting stated goals.
* Financial management including sports budget(s) presented by programs/training sites to include preparation, execution, and monitoring.
* Administration of policies and procedures, especially those related to sports.
* Public awareness – enhance the visibility of Special Olympics Pennsylvania as a whole and to meet the needs within the Region (i.e., volunteers, donor/sponsor marketing, athletes, etc.).
* Other duties as assigned.

**Candidate must demonstrate experience in:**

* Sports activities experience specifically training and competition event planning experience.
* Computer proficiency (able to utilize office software programs including database, spreadsheets, and word processing applications).

**Qualifications:**

* Supervision of volunteer committees (preferred).
* Two or more years in a senior management position or similar experience with demonstrated positive operational results.
* Sports management experience.
* Nonprofit experience either in professional or volunteer positions.
* Proven knowledge of organizational planning and reporting procedures.
* Commitment to travel throughout the Region’s geographic area as well as evenings and weekend work as needed.
* Budget development and execution experience.
* Excellent oral and written communications skills.
* Awareness of Northwest Region’s community resources via relationships and/or familiarity with business, sports resources, etc. within the local program area.

**APPLICATION INSTRUCTIONS:** Serious applicants should send a letter of interest, resume, salary history, references, and salary requirement to [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org).

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response. Communications from recruiters will not be acknowledged.

Special Olympics Pennsylvania is proud to be an equal opportunity employer.  We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**ORGANIZATION DESCRIPTION**

Special Olympics Pennsylvania (SOPA) provides year-round training and competition in 21 Olympic-type sports to 16,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its 54 local programs have used the power of sports to transform the lives of people with intellectual disabilities and unite everyone by fostering community and building a more acceptable and civil society. SOPA is much more than a sports organization. Through its Athlete Leadership Programs, athletes assume meaningful leadership roles, influence change within the Special Olympics movement and take on roles as Global Messengers (trained as public speakers for Special Olympics), athlete representatives, coaches, board members and more. SOPA also addresses major challenges facing its athletes including healthcare. The Healthy Athletes program offers athletes free health screenings in the form of eye, ear, dental and podiatry assessments. Athletes are also taught how to live active lifestyles, eat healthy and more. Additionally, SOPA strives to create a unified world by promoting inclusion, uniting communities, and changing attitudes. Through Unified Sports, SOPA brings together individuals with and without intellectual disabilities as equal teammates in training and competition, which promotes respect and acceptance, and facilitates meaningful relationships between people of all abilities. For more information about how you can join “The Inclusion Revolution,” visit [www.specialolympicspa.org](http://www.specialolympicspa.org).