



Job Title: Coach/Fitness Education & Training Director

Department: Programming

Location: Statewide Role (home base within PA with ability to travel)

Reports To: Senior Director of Local Program Development

FLSA Status: Full Time, Exempt, Salaried

Position Summary:

The Coach/Fitness Education & Training Director at Special Olympics Pennsylvania (SOPA) is a pivotal focusing on advancing two critical areas: Coach Education and Sports Fitness Training. This position is responsible for designing comprehensive coach education resources for implementation statewide, while also spearheading initiatives to promote fitness education and wellness within the organization. This individual will be responsible for assessing the needs of coaches and athletes by each sport and creating and delivering trainings in a variety of ways including in-person, online, and through resources to ensure consistency in education throughout the state.

This position requires heavy travel across the state to support regional teams and local program development. Travel will vary depending on organizational needs, with some periods busier than others.

Key Responsibilities:

- Create a long-term statewide plan for coaches' education which aligns with the priorities in the Special Olympics PA 2026-30 strategic plan.
- Develop approaches which prioritize fitness as part of sports practices, as well as resources for sports-specific home fitness and conditioning programs.
- Create evaluation processes to determine the effectiveness and impact of coaches, as well as responses to improve outcomes. This includes ongoing assessment of how SOPA athletes are progressing in their sports skills development, fitness levels, and their understanding of sports-specific tactics and strategies.
- Train, and maintain strong relationships with Sport Management Teams, regional staff, and program directors to ensure consistent and high-quality coach education and training standards statewide.
- Develop, update, and maintain Coach Education resources and Coach Training facilitator guides for all sports offered by SOPA, including Unified Sports.
- Implement and oversee a statewide Coaches Certification and continuing education program, ensuring compliance with both National Governing Body and Special Olympics rules.

- Ensure SOPA is following coach education requirements instituted by Special Olympics, Inc. as well as accessing the resources produced and offered through various delivery channels including the Learning Management System (LMS).
- Work directly with SOPA Sport Management Teams on the development of sport specific resources for coach training and advanced coaching clinics.
- Collaborate with Competition, Sport, and Unified Champion Schools directors to plan and implement training clinics, workshops, and education sessions that meet program needs.
- Train SOPA Regional staff and sport clinicians on Coach Education resources on a seasonal basis to ensure consistent and high-quality training standards across the state.
- Continuously explore and integrate best practices in adult learning, adaptive training techniques, and innovative coaching methodologies.
- Travel to provide training directly to staff, volunteer leaders and coaches as needed.
- Research and implement innovative training methods, including online and remote options, to enhance accessibility and effectiveness.
- Support the SOPA Future of Sport initiative by creating plans and resources for the four levels of sports participation, including more extensive materials for coaches training athletes in the Maximum Potential model.
- Develop and monitor the annual training plan budget in alignment with organizational goals.
- Track and report on key performance indicators related to coach development, athlete fitness, and program outcomes.

Qualifications:

- Education: Bachelor's degree required; Master's degree in Sports Management, Adapted Physical Education, or a related field preferred.
- Training & Instruction: Previous experience developing training materials and serving as a trainer is preferred.
- Communication: Strong verbal and written communication skills.
- Program Development: Demonstrated experience designing, implementing, and evaluating sports programs.
- Organization & Planning: Excellent organizational and planning abilities.
- Data Management: Proficiency in using and managing database systems to track certifications, progress, and program data.
- Volunteer Experience: Experience working with volunteers.
- Travel & Physical Requirements: Must be able to drive and travel extensively, including evenings and weekends, and lift/carry up to 50 lbs. Reasonable accommodations will be provided for individuals with disabilities to perform essential functions of the role.

- Background Check: Employment is conditional upon successful completion of a criminal history check and fingerprinting, as required for all SOPA employees.

Application Instructions:

Serious applicants should send a cover letter, resume, and salary requirement to careers@specialolympicspa.org.

No phone calls will be accepted. Resumes sent for positions other than this posting will not receive a response, and 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 our communities and where everyone feels empowered to bring their whole, 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 15,000 children and adults with intellectual disabilities or closely related developmental disabilities. For 50 years, SOPA and its nine regions 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 significant 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 to live active lifestyles, eat healthily, 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 Special Olympics PA, visit www.specialolympicspa.org.