



Job Title: VP, Sports

Department: Programming

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

Reports To: Chief Operating Officer

FLSA Status: Full Time, Exempt, Salaried

Position Summary:

Responsible for the development of all sports operations in Pennsylvania through the use of sound management components, adhering to policies and procedures established by SOPA and Special Olympics Inc. Supervises all aspects of SOPA's sports programming to include but not limited to; Coaches Training, state-level competitions, and UCS/IUS activities. This role will critically assess all segments of our sports program; identify areas to improve, sectors to be developed or changed for program growth to meet SOPA's strategic plan objectives.

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:

Department Management

- VP, Sports is a Department Head and part of organization's Programming Leadership Team.
- Supervise Senior Competition Director, Unified Champion Schools (UCS) Director, Sport & Competition Directors.
- Oversee the supervision of SOPA Sport Directors (volunteers) for development of given sport and technical support or venue coordination for training and competition events.
- Act as principal liaison between SOPA and SOI, SONA and NGB's in matters involving sports issues.
- Prepare and administer annual budget for sports & competition department with support from appropriate Directors and/or Managers.
- Develop and implement annual *Sports Competition and Training Plan and Unified Champion School Plan* meeting the objectives of SOPA's Strategic Plan
- Seek out partnerships to support SOPA's Sports Competition and Training Plan goals.
- Develop and maintain working relationships with the appropriate NGB and official's associations to increase involvement with SOPA.

Sports Training

- Work with appropriate staff, Sport Directors, local programs/Regions, and other appropriate sport clinicians, ensure SOPA sports Coaches Education program is fully developed and managed.
- Ensure the development and maintenance of sports training in each sport for coaches and officials including updated information on rule changes and training techniques. Make certain that NGB and Special Olympics rules are taught and utilized.

Sports Competition (State Level)

- Oversee Senior Competition Director to ensure appropriate individuals are selected and engaged to serve as Games Management members for SOPA state-run athletic competitions to include but not limited to;
 - Assuring Competition Directors have engaged SOPA Sport Directors and/or Sports Management Teams members for Games/Venue support.
 - Review evaluations for each SOPA state competitions and based on outcome, adjust competition plan accordingly.

Sports Competition (Local Program/Regional Level)

- Work closely with the Senior Director of Local Program Development to ensure all volunteer training and coach education objectives are met at the Training Site level.
- Work directly with Regional Sport Directors to ensure consistency across regions in sport training, competitions, communication, systems and processes.
- Oversight of resources to be used for education/training with constitutes in areas of sport training and competition.

Sports Competition (USA/World Games Level)

- Supervise and/or conduct procedures pertaining to World and USA Special Olympics Games.

Unified Champion Schools & Community Integration

- Work with the UCS Director to oversee planning and execution of Special Olympics Pennsylvania's (SOPA) Unified Champion Schools (UCS) program, including supervision, hiring, and oversight of staff, stipends, and consultants supporting the initiative.
- Integrate UCS strategies and responsibilities across SOPA staff and ensure alignment with the SOPA Strategic Plan.
- Prepare and manage the UCS budget, ensuring grant funds are appropriately allocated, spent, and reported according to grant requirements.
- Support statewide growth of the UCS program and the development of the State Unified Youth Committee.
- Ensure all program documentation is collected, and SOPA policies are enforced.
- Provide regions with strategies, templates, and resources to connect school-based participants to community programs, leveraging the UCS playbook.
- Establish statewide partnerships with parks and recreation centers, sports leagues, state sport associations, and disability organizations to support local Unified Sports leagues and inclusive initiatives.

Organizational

- Complete all necessary SOPA documents as required by Finance department as outlined in SOPA Policies and
- Procedures to include; Visa reports, Check Request approvals, annual budgets, etc.
- Confirm and coordinate the development, update and maintenance competition section of SOPA website.
- Produce materials to be shared in the Monthly Update for all responsible departments
- Work with Programming Leadership Team to develop intra-departmental vision and goals designed to support the organization's overall multi-year strategic plan and priorities
- Other duties as assigned.

Qualifications:

- Education: Bachelor's degree required; Master's degree in Sports Management, Physical Education, or a related field is preferred.
- Leadership & Strategic Experience: Demonstrated experience in supervision and strategic plan development is a strong asset.
- Event Coordination: Minimum of 5 years' experience planning, organizing, and executing sports events, preferably in volunteer-driven or community-based settings.
- Volunteer & Special Olympics Experience: Experience working with or serving as a volunteer, and familiarity with Special Olympics programs, is highly desirable.
- Travel & Physical Requirements: Must be able to drive and travel extensively, including evenings and weekends, and lift/carry up to 50 lbs. Reasonable accommodation 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.