



## Competition Director - Central

**Department:** Competition

**Relationships:**

- Reports to the Senior Competition Director.
- Oversees Games Organizing Committees (GOC's) in Central Pennsylvania for two state and three sectional events or as Competition Plan dictates.
- Maintains communication with staff and volunteers.

**Location:**

- Central PA office is located in State College. Remote work location is negotiable but must be located in central Pennsylvania.
- Event responsibilities will be in central PA, with regular travel to that area required to manage event planning and execution.

**Position Summary**

Coordinates competition opportunities in central Pennsylvania through the use of sound management components, adhering to policies and procedures established by Special Olympics Pennsylvania (SOPA) and Special Olympics, Incorporated (SOI). Develops and manages competition related resources as defined by the organization's overall mission, goals and Strategic Plan.

**Key Responsibilities**

- **Department**
  - Offer competitions for central Pennsylvania as outlined in the annual *Competition Plan*. Current competitions include: Central Fall Sectional, Indoor Winter Games, Central Bowling Sectional, Central Spring Sectional and Summer Games.
  - Department Projects:
    - As designated by VP, Sports and Senior Competition Director, supervise procedures pertaining to Special Olympics USA Games, World Games and National Invitationals.
    - Working with SOPA Vice President, Marketing & Communications to update and manage public website for current details and regular communication.
    - Assist with the development, coordination, and presentation of annual Leadership Conference sessions.
    - Development and management of competition manuals/materials, to include but not limited to;
      - Pre-Event Webinars and training
      - Event Handbooks and resources
      - Management Team Reference Library – competition sections
      - *Monthly Update* – competition information



- **Sports Competition**

- **State Level**

- Oversee and direct competition and Games Organizing Committees in central Pennsylvania. Areas of focus to include but not limited to;
      - Identify individuals to serve as event directors and key committee members for SOPA state and sectional competitions.
      - Identify and confirm competition sites and negotiate contracts with vendors and partners for designated events.
      - Manage and execute all necessary planning for successful event.
      - Provide final report/evaluation for each SOPA assigned state-run competition to be used as guidelines for future competition development.

- **Local/Regional Level**

- Support central local programs and Regions, as needed, to ensure SOPA rules/standards are enforced and quality events are being conducted.

- **Special Olympics (SO) College**

- SOPA point person for SOI/Special Olympics North America (SONA) on SO College initiatives.
  - Responsible for development of annual plan to meet SOPA Strategic Plan goals and production of resources/materials to support.
  - Directly oversee colleges/universities in central portion of the state to include: SO College Club, Unified Intramural sports and full campus engagement on each campus.
  - Work closely with the SOPA Development staff to coordinate fundraising events.
    - Create new fundraising event on campus
    - Link to an already present fundraiser in the area (i.e. Cool school portion of Polar Plunges)
  - Provide end of year data from each school to support grant requirements.

- **Organizational**

- Assist Senior Competition Director in preparing and monitoring the annual budget for assigned projects/events and position budget.
  - Complete all necessary SOPA documents as required by Finance department as outlined in SOPA Policies and Procedures to include; check requests and Visa reports.
  - In conjunction with Field Directors and other members of SOPA staff, prepare and update competition schedule for central Pennsylvania.
  - Participate in professional development opportunities.

Other duties as assigned by the Senior Competition Director.

**Qualifications:**

- Bachelor degree or equivalent in Sports Management, Physical Education, or related field.
- Previous experience in organizing sports events required.
- Experience working with or serving as a volunteer, and a background in Special Olympics helpful.
- Ability to work and communicate effectively within team environment.
- Excellent presentation and communication skills, both verbal and written
- Strong computer skills, proficient in use of Microsoft Office software
- Fully able to drive and travel extensively, working some evenings and weekends.
- Able to lift and carry 50 lbs.



**Minimum Requirements:**

- Position is professional, full-time, non-exempt with benefits
- Flexible schedule to include nights and weekends with overnight travel as needed to support initiatives
- Have own reliable transportation, good driving history, and valid driver's license
- Background checks as required by PA law and SOPA policy

**Application Instructions:** Submit in Word format a letter of interest, resume, salary history, references, AND salary requirements to [careers@specialolympicspa.org](mailto:careers@specialolympicspa.org)

**Deadline:** Applications received by **June 20, 2021** will receive priority. Applications will be accepted until the position is filled.

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

EOE/M/F/V/H

**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 that extend well beyond the playing field. The athletes of Special Olympics -- over 18,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. Pennsylvania is the 7th largest program and one of the strongest Special Olympics programs in the United States. For more information about how SOPA inspires greatness, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).*