



## Allegheny County Sports Director

**Department:** Program

**Relationships:** Allegheny County Sports Director

**Reports To:** Allegheny County Program Director

**Location:** This position reports to the Special Olympics PA Allegheny County office

**Position Summary:** 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, 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 to 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 the local, state, national and 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
- Develop relationships with Unified Champion School partners and aid transition from school to community program for the athlete, Unified partners and volunteers.
- Work with SOPA UCS team to oversee Unified programming within Allegheny County.
- Enforce all appropriate policies and procedures
- 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