



Regional Sports Director

Department: Program

Relationships: Region 2 Executive Director, Special Olympics Pennsylvania

Location: This position will be reporting to the SOPA, Region 2 office expected to be located in the State College area.

Position Summary: Special Olympics Pennsylvania (SOPA) is embarking on an exciting reorganization and seeks an enthusiastic leader to oversee all geographic area sports activities within the newly formed Region 2 area to include Centre, Clearfield, Clinton, Dubois/Jefferson, Elk/Cameron, McKean and Potter Counties. This position will be responsible for strategic growth of sports activities and support the recruitment of new SOPA eligible athletes, volunteers and community partners to meet the region's and state goals.

Key Responsibilities

- Oversee and direct Region 2 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.
- 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 Region 2 participation; registration, transportation, on-site support as needed, post event assessment (feedback), etc..
- 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 the region.
- Actively seek and develop community partnerships as it relates to sports activities which include developing relationships with universities/colleges, region schools and 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.
- Strategically raise the presence and impact of Special Olympics Pennsylvania within this Region by implementing strategies for growth in both school and community based activities, and community partnerships.

- 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:

- Supervision of volunteer committees.
- 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:

- 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 Region 2's community resources via relationships and/or familiarity with business, sports resources, etc. within the local program area.

APPLICATION INSTRUCTIONS: Email careers@specialolympicspa.org with: a letter of interest, resume, salary history, references, and salary requirement.

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

EEO/M/V/H/V

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 16,000 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.