



**Position Title:** Director of Sports & Competition

**Reports To:** Vice President, Sports w/dotted line to Sr. Director, Sports and Competition

**Location:** Flexible / Remote (Statewide Travel Required)

## **Position Summary**

The Director of Sports & Competition is responsible for the leadership, planning, and execution of all Special Olympics Pennsylvania (SOPA) State Games, as well as oversight of the statewide coaches education program and Sports Resource Teams (SRTs).

This role ensures consistent, high-quality competition experiences at the state level, supports the delivery and tracking of coach certification, and leads the organization and engagement of sport-specific volunteer leadership across the state.

## **Key Responsibilities**

### **1. State Games Leadership**

- Lead the planning, organization, and execution of all SOPA State Games across seasons.
- Establish and manage timelines, sport schedules, and competition logistics.
- Coordinate with Games Organizing Committees (GOCs), venues, and internal staff.
- Oversee the setup and effectiveness of Sport Management Teams (SMTs) for each State Games.
- Ensure all competitions meet SOPA and Special Olympics standards.
- Provide leadership for sport-specific operations, including rules compliance, divisioning coordination, and competition flow.

### **2. Sports Resource Teams (SRTs)**

- Lead the structure and effectiveness of statewide Sports Resource Teams for each sport.
- Oversee recruitment, onboarding, and engagement of SRT members and chairs.
- Ensure regular communication and alignment across SRTs.
- Hold SRTs accountable for supporting State Games, coach education, and sport-specific technical needs.
- Define clear expectations, roles, and performance standards for SRT participation.

### **3. Competition Standards & Operations**

- Ensure State Games meet all Special Olympics International (SOI) and SOPA competition standards.
- Oversee implementation of sport rules, safety protocols, and risk management practices.
- Ensure effective competition documentation, reporting, and post-event evaluations.
- Identify and implement operational improvements to enhance efficiency and athlete experience at State Games.

### **4. Leadership & Support**

- Provide leadership and guidance to volunteers, technical delegates, and sport leaders involved in State Games.
- Serve as a key leader within the Sports department, contributing to overall planning and execution of statewide initiatives.

## Qualifications

### Required:

- Bachelor's degree in Sports Management, Recreation, Event Management, or related field (or equivalent experience).
- 5+ years of experience in sports event management or program leadership.
- Experience managing large-scale competitions or multi-sport events.
- Demonstrated leadership experience managing staff, volunteers, or complex projects.
- Strong organizational and project management skills.
- Frequent statewide travel, including evenings and weekends.
- On-site leadership during State Games and major events.
- Ability to manage multiple priorities in a dynamic environment.
- Proficiency in the use of Microsoft Office software
- Excellent relationship building and communications skills with internal and external constituents. Must be able to work across organizational divisions to maximize results.

### Preferred:

- Experience with Special Olympics
- Knowledge of Unified Sports®.
- Experience developing or overseeing training or certification programs.

### Core Competencies:

- Leadership & Team Development
- Event & Competition Management
- Strategic Thinking & Execution
- Communication & Collaboration
- Problem Solving
- Athlete-Centered Focus

### Impact Statement

This role ensures that SOPA State Games are delivered at a high standard while supporting a well-trained coaching network and engaged sport-specific volunteers. The Director of Sports & Competition plays a key role in delivering consistent, high-quality competition experiences for athletes across Pennsylvania.