

**Special Olympics North Carolina, Inc. Position Description**  
(Current Revision effective December 2016)

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**POSITION TITLE:** Youth Initiatives Director

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**DEPARTMENT:** Athlete Development

**LOCATION:** Varies

**REPORTS TO:** Senior Vice President

**PRIMARY PURPOSE:** The Youth Initiatives Director handles all aspects of youth program initiatives including the Special Olympics Unified Strategy for Schools, school based Unified Sports, SO College, Young Athletes and other initiatives involving youth which are aimed at enhancing the Special Olympics athlete experience.

**PRIMARY DUTIES:**

- Recruit, provide orientation/training, and monitor activities of schools participating in Special Olympics Unified Strategy for Schools.
- Serve as primary liaison between SONC headquarters and the Special Olympics Unified Strategy for Schools within their region.
- Assist in the development of partnerships to expand Unified Strategy for Schools.
- Assist in the implementation of all regional and statewide Special Olympics Unified Strategy for Schools activities including summits, Unified Sports events, educational activities, student volunteer opportunities, and website updates.
- Manage all youth leadership opportunities and further develop programming for youth leaders.
- Develop SO College participation.
- Collaborate with Field Service Directors to align Special Olympics Unified Strategy for Schools with local program activities.
- Partner with SONC Health Director for any health and wellness initiatives involving youth and school programs.
- Further develop and implement the Young Athletes program
- Other duties as assigned.

**EDUCATION/EXPERIENCE:**

A bachelor's degree in education, sports management, recreation, or a related field with a minimum of two years experience in non-profit management preferred. Managerial experience with the ability to delegate effectively and communicate openly. A high level of energy and the ability to make decisions independently while collaborating with organizational leadership is essential. Strong interpersonal skills with the ability to make presentations to groups as well as build one-on-one relationships within the community are desirable.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Required: Strong analytical, written, and verbal communication skills; Ability to prioritize and meet deadlines; Demonstrate knowledge of computers and system/software programs utilized by SONC, including *current SONC applications*; Ability to possess/maintain valid NC driver's license; Ability to travel as needed; Attend work regularly; Represent the Organization in a professional manner; Attend Special Olympics competitions and related functions as assigned; Extensive night and weekend work and travel as required.

Preferred: Previous experience with Special Olympics, and/or volunteers.

**SALARY:**

Commensurate with experience, benefits package as outlined in the SONC Employee Handbook and annually approved by the SONC board of directors.

**FLSA STATUS:** Exempt position