

SPECIAL OLYMPICS NORTH CAROLINA, INC.

POSITION DESCRIPTION

(Current as of December 2016)

POSITION TITLE: Sport Director

DEPARTMENT: Athlete Development

LOCATION: Morrisville, NC

REPORTS TO: Vice President of Sports

PRIMARY PURPOSE: Work directly with local program leadership to implement SONC sport programming and develop sport resources and partnerships while training and managing lead sport volunteers.

PRIMARY DUTIES:

- Recruit and train a volunteer network to provide sports training for coaches on a year-round basis.
- Develop coach and sport volunteer recruitment strategies with local program coordinators.
- Operate and train volunteers to operate computer applications as designated by SONC to support local program competition and database management.
- Assist vice president of sports with implementation and management of coaches education plan.
- Assist vice president of sports with scheduling, planning, and tracking of training schools.
- Assist vice president of sports with recruitment, training, management, and recognition of volunteers associated with sport development teams.
- Build local and regional sport partnerships to support various sport events and programs.
- Provide support and training to competition managers serving on local committees
- Assist vice president of sports with development of budget.
- Serve as resource to coaches, sport officials, and local program leadership.
- Oversee events as assigned.
- Supervise and train games management volunteers to manage competition, awards and administration aspects of various events.
- Perform other duties as assigned.

EDUCATION/EXPERIENCE: Bachelor's degree and at least two years experience in sports management, recreation, physical education or related field is preferred. 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; Strong attention to detail; Demonstrated knowledge of computers and system/software programs utilized by SONC, including the entire Microsoft Office Suite.

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; night and weekend work and travel as required.

Preferred: Previous experience with non-profits and/or volunteers. Computer experience with Games Management System (GMS).

SALARY:

Commensurate with experience, benefits package as outlined in the SONC Employee Handbook and annually approved by the SONC board of directors. This is a full-time, exempt position.