

Special Olympics North Carolina, Inc. Position Description
(Current Revision effective August 2019)

POSITION TITLE: Assistant Director of Youth Initiatives

DEPARTMENT: Athlete Development
LOCATION: Varies
REPORTS TO: Youth Initiatives Director

PRIMARY PURPOSE: The Assistant Director of Youth Initiatives Director assists in handling aspects of youth programming including Special Olympics Unified Champion 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 Champion Schools within their assigned jurisdiction.
- Assist in the development of partnerships to expand Unified Champion Schools.
- Assist in the implementation of all regional and statewide Special Olympics Unified Champion 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 Community Resource Directors to align Special Olympics Unified Champion 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