

SPECIAL OLYMPICS NORTH CAROLINA, INC.

POSITION DESCRIPTION

(Current Revision effective February 2020)

POSITION TITLE: Mecklenburg County Director

DEPARTMENT: Athlete Development
LOCATION: Charlotte
REPORTS TO: Vice President of Community Resources
SUPERVISES: Local Steering Committee

PRIMARY PURPOSE:

Oversee all aspects of the local Special Olympics program in Mecklenburg County to provide sports training and competition to people with intellectual disabilities.

PRIMARY DUTIES:

- ❖ Recruit, train and manage key volunteers to lead all initiatives for the program. This will include but not be limited to a steering committee, event committees, and a fundraising committee.
- ❖ Provide day-to-day operational guidance and volunteer management oversight.
- ❖ Ensure that all Mecklenburg County citizens with intellectual disabilities can participate in the local program.
- ❖ Develop annual sports training and competition plans.
- ❖ Direct the health and wellness initiatives for the local program.
- ❖ Ensure participation in the Special Olympics Unified Schools program.
- ❖ Oversee and implement risk management procedures.
- ❖ Ensure compliance with all rules and operating policies for SONC and SOI.
- ❖ Submit paperwork on a timely basis including but not limited to athlete and volunteer registrations, event registration, local program accreditation information, etc.
- ❖ Represent the local program at all pertinent meetings and conferences.
- ❖ Prepare and monitor an expense budget.
- ❖ Collaborate with SONC vice president of development and provide support as needed to raise sufficient funds to sustain and expand the local program as needed.

EDUCATION/EXPERIENCE:

Bachelor's degree in sports, recreation or equivalent field preferred and four year's experience in a non-profit setting preferred (or equivalent combination of education/experience).

KNOWLEDGE, SKILLS, AND ABILITIES:

Required: Strong analytical, written, and verbal communication skills;
Demonstrated knowledge of computers and system/software programs utilized by SONC, including Microsoft products;
Ability to possess/maintain valid NC driver's license;
Ability to travel as needed.

Preferred: Previous experience with Special Olympics, volunteers and athletes
Previous experience working with people with intellectual disabilities.

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