

Area Sport Director Job Description

Reports to: Chief Operating Officer

Location: Support Service Office, Phoenix

Last Update: March 2019

Position Summary: This is a full time, 40 hours per week non-exempt position responsible for oversight, management, and execution of competitions and local programs within the geographic boundaries. The Area Director has the primary responsibility for the recruitment, supervision and training of all area participants; for developing new funding sources; establishing new and/or enhancing relationships to benefit programs; for supporting local programs and leading high quality competitions.

Job Responsibilities: The following examples are intended only as illustrations of the duties of the Four Peaks Area Director. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.

Outreach and Growth: SOAZ Programs to include: Unified Schools, Volunteers, Health Programs, Young Athletes, special events and other Program initiatives:

- Develop and execute an outreach plan to increase the number of athletes and partners participating through schools, parks and recreation programs, group homes and adult day programs
- Lead and focus on the development of core volunteer groups (i.e. Games Management Team (GMT)) by recruiting volunteers and volunteer committees in conjunction with the Volunteer Coordinator
- Develop opportunities to speak to service clubs and other community groups
- Timely follow-up with new athletes, coaches and volunteers
- Research and create relationships with organizations to further the pool of quality competition venues

Event Management:

- Ensure all attendees' safety at events is of the highest priority and the participation experience is high quality
- Ensure all Class A Volunteer (HOD, coach, chaperone) and athlete certifications are up to date prior to competition
- Input all data entry for area/state competitions into Games Management System (GMS)
- Utilize GMS and other resources to create competition information (heating/final results)
- Plan and manage all area sports competitions in accordance with SOAZ standards and rules
- Prepare all program logistics, event collateral, review contracts and obtain needed supplies and equipment
- Work closely with SOAZ departments for clear communication and expectations

Administrative:

- Prepare all necessary reports and paperwork in a timely and legible fashion (i.e. purchase orders, credit card reconciliation, staff reports, entry forms, grant reports, in-kind donation tracking, etc.)
- Develop and monitor an annual budget of projected revenue and expenses
- Prepare monthly certification reports for delegations
- Provide customer service to local programs, athletes, coaches and families

Miscellaneous:

- Assist with establishing new funding sources to support the Four Peaks Area
- Adhere to SOI/SONA Risk Management policies/practices at all levels to protect SOAZ and prevent loss while ensuring all activities conform to SOI General Rules/SOAZ Policies

Qualifications/Required Skills:

Passion for Special Olympics Arizona

Screening: Must pass Criminal and National Sex Offender Registry background screening.
(Required for all staff)

Education: Bachelor's degree preferred or experience in a related field.

Knowledge & Experience: Demonstrates excellence in written and oral communications, multi-tasking, collaborative/team-based work and strategic/creative thinking. Experience managing budgets, working with and managing interns and some public speaking ability preferred.

Skills: Strong organizational, ability to manage multiple projects and efficient time management, effective verbal and written communication skills, public speaking and customer service skills.

Physical Demands

Include: Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25 lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.

Transportation: Must have own reliable transportation, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality,

Work Schedule: This position's work schedule will be determined by the demands of the position and may include a 40 hour work week including evenings, weekends, and some in-state travel.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Four Peaks Area Director

Date

Chief Operating Officer (COO)

Date