

Job Title: Program Services	Full-time ~ Exempt
Revision Date: 15JUN11	

Position Overview

Provide support and direction to assigned Sub-Programs and their activities. Provide leadership in areas of athlete recruitment, family services, volunteers, and Athlete Leadership Program’s (ALP’s). Direct the proper conduct of all Special Olympics Wyoming Sports Training and Competition.

Essential Job Functions

Work collaboratively to provide support and direction to all Area and Local Programs in Wyoming. Provide leadership to areas of competition, training, athlete recruitment, family services, volunteers, fundraising and Athlete Leadership Program’s (ALP’s).

Area Management

- Serve as a consultant and resource to area programs.
- Work with areas to establish clear goals, targets and action plans.
- Provide leadership, assistance and training with the development of Area Management Teams.
- Work toward all areas offering competition as a criterion for advancement to state events.
- Work collaboratively to annually update Special Olympics Wyoming Coordinators Manual.
- Provide monitoring support for area and local finances.
- Coordinate with all staff the creation and distribution of bi-monthly communication (Program Update) to the program leadership.
- Assure that families are a vital part of all program activities.

Volunteer Management

- Assure that all coaches and volunteers participate in Special Olympics General Session.
- Develop volunteer recruitment.
- Develop sustainable volunteer resources.
- Develop and define volunteer roles and responsibilities at all levels of the organization.
- Develop and implement a volunteer recruitment plan and update annually.

Athlete Leadership

- Offer a minimum of one ALP’s training annually.
- Encourage athletes to be involved in all components of the organization.
- Track ALP’s participants.

Requirements

- Bachelor’s degree in related field or equivalent experience
- Strong organizational and communication skills
- Strong Supervisory skills
- Ability to handle multiple projects simultaneously and work independently
- Willingness to travel state-wide and work a non-traditional 40+ hour week at times resulting in a 50 or 60 hour work week
- Proficient with Microsoft Office programs
- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program.
- Physical Demands; position requires both standing and sitting. Must be able to lift and carry light loads (10-40 pounds for short distances, approximately one block).

Other Skills/Abilities

- Manage and support the use of the Special Olympics games software (GMS) at all levels of the organization.
- Serve as a spokesman for the organization as needed.
- Understand and share the Special Olympics Mission Statement.
- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program.
- Work collaboratively to develop recommendations on the annual calendar of competition and training, assess sports opportunities.
- Prepare and manage an annual budget as it relates to program services to accomplish the goals of Special Olympics Wyoming.
- Build a foundation of support through in-kind donations.

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.