

Area Director



The **Area Director** will report to the **Director of Program Services**.

Job Overview

Responsible for the coordination of all aspects of Special Olympics Wyoming programming and sports competitions within a pre-determined geographical area of the state.

Responsibilities and Duties

Competition:

- Responsible for the overall planning and implementation of Area Games that host variety of sports across multiple sports seasons
- Recruit Games Management Team (GMT) members to facilitate Area level competition
- Work with GMT to offer all sports each competition season
- Meet minimum competition standards
- Oversee or be proficient in the Games Management System (GMS)
- Set assessment costs associated with area competition while working to raise funds to offset those fees
- Provide input into the management of events

Program Development:

- Communicate resources about sports rules, training, and competition events along with general information to a group of Local Program coordinators
- Serve as a direct liaison between Local Programs and Special Olympics Wyoming state office

Training:

- Assist in hosting trainings in coordination with the state office, including finding facilities, collaborating in finding facilitators, and organizing any needed materials. These trainings may include but are not limited to:
 - Sports specific coaches training
 - Athlete Leadership Programs
 - Volunteer training
 - Local Coordinator/Local Program Management Team training.

Fundraising and Development:

- Collaborate with budget development and monitoring financial wellbeing of Local Programs
- Assist Local Programs with statewide fundraising events such as the Jackalope Jump, as well as local fundraising events.
- Explore options for Area level funding.

Requirements

- Strong organizational and communication skills; directly communicates with both local programs and with state office.
- Ability to handle multiple projects simultaneously and work independently.
- Physical Demands; position requires both standing and sitting. Must be able to lift and carry light loads (10-30 pounds for short distances, approximately one block).

Other Skills/Abilities

- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program.
- Maintain working knowledge of computer software.
- Understand and share the Special Olympics Mission Statement.
- Serve as a spokesperson for the organization as needed.
- Assist with managing an annual budget as it relates to Area and Local program to accomplish the goals of Special Olympics Wyoming.

Type of Position: Variable, part-time. Average of 4-10 hours per week throughout the year; hours fluctuate depending on the training and competition seasons. Some weeks there may not be hours, others will require additional hours when assisting with local or area competitions.

Diversity, Equity, and Inclusion are at the heart of all that we do at Special Olympics Wyoming as we strive to promote unity and create a world where everyone belongs. We value, celebrate and respect all differences, backgrounds and perspectives and understand that greater diversity and inclusion creates a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.

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.