****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 a variety of sports competitions across multiple sports seasons
* Recruit Games Management Team (GMT) members to facilitate Area level competition each season
* Follow Special Olympics sports rules and organizational policies
* Become proficient in the Games Management System (GMS) – on the job training will be provided
* Set assessment fees associated with area competition while working to raise funds to offset those fees

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 coach training
  + Athlete leadership training
  + 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 and local fundraising events

Requirements

* Prior event coordination experience preferred.
* Strong organization and communication skills; directly communicate 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).
* Perform other duties as assigned.

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.** This is a remote position, and some travel may be required**.** 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, other weeks will require up to 40 hours when hosting area competitions.

TO APPLY: Please submit resume and cover letter to Jennifer Haines, President & CEO by email to [ceo@specialolympicswy.org](mailto:ceo@specialolympicswy.org) detailing why you would like to work for Special Olympics Wyoming. Applications will be reviewed as they are received. Inquiries may be directed to Jen at (307) 235-3062.

*Inclusion is 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 inclusion creates a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.*