

## Director of Program Services



The **Director of Program Services** reports to the **VP of Programs**

### Job Overview

The person in this position will work closely with volunteers, athletes, coaches and community partners and act as liaison between local programs and the state office. Provide support and direction to area directors and local programs and their activities.

### Responsibilities and Essential Job Functions

#### Area Management

- Develop, train, supervise, and support part-time Area Directors for all SOWY Areas.
- Oversee development and expansion of area program competition and training calendars.
- Serve as a consultant and resource to area programs. Assist with area training and competition events when needed.
- Work toward all areas offering competition as a criterion for advancement to state events.
- Assist with the coordination of the athlete medical and registration process between areas and state office.
- Ensure local programs are in compliance with the rules and regulations of SOWY and SONA.

#### Volunteer Management

- Recruit and coordinate volunteer groups for statewide events.
- Assure compliance with the organization's volunteer policy.

#### Athlete Leadership

- Implement an ever-increasing menu of Athlete Leadership Programs.
- Staff liaison for the Athlete Input Council.
- Plan and implement athlete recruitment strategies for athletes not presently being served by the organization.

#### Other

- Manage and support the use of the Special Olympics games software (GMS) at all levels of the organization.
- Coordinate the implementation of the Summer Sports Classic competition and Equestrian Show.
- Assure that families are a vital part of all program activities.
- Provide assistance to Vice President of Programs on state competitions and events.

### Requirements

- Bachelor's degree in the field of Sport Management, Recreation or related field; or combination of equivalent similar work experience/education required.
- Strong organizational and communication skills required. Ability to handle multiple projects simultaneously and willingness to work in a team setting as well as independently.
- Experience in a supervisory role preferred.
- Willingness to travel statewide and work a non-traditional 40+ hour week at times, causing 50- or 60-hour work weeks.
- Proficient in Microsoft Office programs.
- Basic understanding of social media
- 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

- Understand and share the Special Olympics Mission Statement.
- 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.

Position will also include other duties as assigned.

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.

**About the Director of Program Services position:**

Salary position with a starting range of \$41,000-\$44,000 annually DOE. Position based at the Casper, WY office. Position includes health and dental insurance for employee; company pays 75% of premium. Retirement plan match of up to 3% available after 90 days. Additional benefits include paid vacation, personal, holiday, and sick leave.

*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.*

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