

Director of Program Services

The **Director of Program Services** reports to the **Vice President of Programs**

Job Overview

This position will work closely with volunteers, athletes, coaches and community partners and act as liaison between area programs and the state office. The position provides support and direction to area directors and local programs and their activities including sports training and competition.

Responsibilities and Essential Job FunctionsSport & Area Management

- Develop, train, supervise, and support part-time Area Directors for all SOWY Areas.
- Oversee development and expansion of area program sport competition and training calendars.
- Serve as a consultant and resource to area programs. Assist with area training and competition events when needed.
- Work with all areas to offer 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 comply with the rules and regulations of Special Olympics Wyoming and Special Olympics Inc.

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 Leadership 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.
- Assure that families are a vital part of all program activities.
- Provide assistance to Vice President of Programs for all in-state and out-of-state competitions and events.
- Develop and oversee budgets for competitions and other events.

Requirements

- Bachelor's degree 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.
- Proficient in Microsoft Office programs and current social media platforms.
- Experience with Special Olympics or a sports management setting preferred.
- Travel statewide and work a non-traditional 40+ hour week at times, causing 50- or 60-hour work weeks. Position may also require occasional out-of-state travel and training.
- Physical Demands: Position requires both standing and sitting. Must be able to lift and carry light loads (10-40 pounds).

Other Skills/Abilities

- Serve as a spokesperson for the organization as needed.
- Understand and share the Special Olympics Mission Statement.
- Working knowledge of a variety of different sports and related rules, equipment, and facilities.
- Willingness to work as a team player to enhance the entire Special Olympics Wyoming program.

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.

TO APPLY: Please submit a resume and cover letter detailing why you would like to work for Special Olympics Wyoming to ceo@specialolympicswy.org to be considered. Applications will be reviewed as they are received.

About the Director of Program Services position:

This position is Full-Time Exempt and is not eligible for overtime. Salaried position with a starting range of \$44,000-\$50,000 annually DOE. Position based at the Casper, WY office. The position offers 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.

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.