

Area Director

The Area Director will report to the Director of Field Services.

**Job Overview**

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

Responsibilities and Duties**Competition:**

- 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)
- Attend all Area Competitions, and attend State Competitions when available
- Set assessment costs associated with area competition while working to raise funds to offset those fees.
- Provide input into the management of events

Training:

- Assist in hosting trainings in coordination with the Vice President of Programs, 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.

Program Development:

- Provide Local Coordinators support to manage their respective programs during a variety of tiered phases:
 - A Tier One Program has a fully functioning Local Management Team
 - A Tier Two Program has aspects of a Local Management Team, meaning multiple coaches and volunteers are involved in decisions, training, coaching, fundraising, and supervision.
 - A Tier Three Program has one volunteer making the majority of the decisions and doing the majority of the work.
 - A Tier Four Program is a potential, or still developing program.

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.

Resources:

- Coordinator's Manual
- "How to Start a Local Program"

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.

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.

Application for Employment

Special Olympics Wyoming

An Equal Opportunity Employer

We do not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or any other status protected by law or regulation. We intend that all qualified applicants are given equal opportunity, and that selection decisions be based on job-related factors.

GENERAL

Answer each question fully and accurately. No action can be taken on this application until you have answered all questions. You may attach a cover letter and/or resume if desired. **Please Print**, except for signature on back of application.

Job applied for: _____ Today's date: _____

Are you seeking: Full-Time Part-Time Temporary employment?

When could you start work? _____

 Last Name First Name Middle Name Telephone Number

 Street Address City State Zip Code

Email address: _____

Are you 18 years of age or older? Yes No

(If you are hired you may be required to submit proof of age.)

If hired, can you furnish proof you are eligible to work in the U.S.?..... Yes No

Have you applied here before? Yes No If yes when? _____

Were you ever employed here? Yes No If yes, when? _____

Have you ever been convicted of any law violation?
 Include any plea of "guilty" or "no contest." (Exclude minor traffic violations.)..... Yes No

If yes, give details _____
 (a conviction will not necessarily disqualify an applicant for employment.)

If employed, do you expect to be engaged in any additional business or employment outside of our job?
 Yes No

If yes, give details _____

List professional, trade, business or civic activities and offices held. (Exclude labor organizations and memberships which reveal race, color, religion, national origin, sex, age, disability or other protected status.) _____

EDUCATION

LIST NAME AND ADDRESS OF SCHOOLS	Number of Years Completed	Diploma/ Degree/ Certificate	Subjects Studied
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High School or GED: _____

College or University: _____

Vocational or Technical: _____

What skills or additional training do you have that relate to the job for which you are applying? _____

What computer software are you familiar with that may relate to the job for which you are applying? _____

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List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. **Note: A job offer may be contingent upon acceptable references from current and former employers.**

NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT (MO/YR) FROM TO
CITY, STATE, ZIP CODE		
SUPERVISOR(S)	TELEPHONE	Reason for Leaving
NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT (MO/YR) FROM TO
CITY, STATE, ZIP CODE		
SUPERVISOR(S)	TELEPHONE	Reason for Leaving
NAME OF EMPLOYER		JOB TITLE AND DUTIES
ADDRESS		DATES OF EMPLOYMENT (MO/YR) FROM TO
CITY, STATE, ZIP CODE		
SUPERVISOR(S)	TELEPHONE	Reason for Leaving

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Have you worked or attended school under any other names? Yes No
 If yes, give names: _____

Are you presently employed? Yes No
 If yes, whom do you suggest we contact? _____

Have you ever been fired from a job or asked to resign? Yes No
 If yes, please explain: _____

Please provide three references;

Name	Address	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____

PLEASE READ EACH STATEMENT CAREFULLY BEFORE SIGNING

I certify that all information provided in this employment application is true and complete. I understand that any false information or omission may disqualify me from further consideration for employment and may result in my dismissal if discovered at a later date.

I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers and organizations to provide relevant information and opinions that may be useful in making a hiring decision. I release such persons and organization from any legal liability in making such statements.

I UNDERSTAND THAT THIS APPLICATION, VERBAL STATEMENT BY MANAGEMENT OR SUBSEQUENT EMPLOYMENT DOES NOT CREATE AN EXPRESS OR IMPLIED CONTRACT OF EMPLOYMENT NOR GUARANTEE EMPLOYMENT FOR ANY DEFINITE PERIOD OF TIME. ONLY THE PRESIDENT & CEO OF THE ORGANIZATION HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE PRESIDENT AND THE EMPLOYEE. IF EMPLOYED, I UNDERSTAND THAT I HAVE BEEN HIRED AT THE WILL OF THE EMPLOYER AND MY EMPLOYMENT MAY BE TERMINATED AT ANY TIME, WITH OR WITHOUT REASON AND WITH OR WITHOUT NOTICE.

I have read, understand, and by my signature consent to these statements.

Signature: _____ Date: _____

This application for employment will remain active for a limited time.