



Position: Area Director, Middletown, Odessa, Townsend (MOT)

Reports To: Sr. Director, Sports & Competition

Description:

The Area Director is responsible for providing strategic leadership and overall managerial and administrative responsibility for the Area program. The primary function of the Area Director is to guide and direct the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Delaware. The Area Director has responsibility for fostering a positive culture and team environment among all constituencies within the area and towards Special Olympics Delaware.

The Area Director and his/her leadership team have the vital role of developing and maintaining strong relationships within their Area to ensure the values of respect, tolerance and acceptance are understood and displayed throughout the activities of the Area by all athletes, coaches, family members and volunteers. The role of the Leadership team is instrumental in fostering a culture that is consistent with the mission, goals and philosophy of Special Olympics Delaware. Advocating on behalf of SODE athletes and promoting acceptance of people with intellectual disabilities is essential.

Major Responsibilities:

Recruit, train and supervise Area Leadership Team, which includes Sports Directors for each sport. Lead the Leadership Team in developing an area schedule of events each year to include training, competitive and social activities.

The Area Director will lead this group to achieve the following:

- Develop and conduct a quality year-round program of sports training and competitive opportunities.
- Communicate regularly (i.e., email, phone, social media) with all program participants – athletes, families, volunteers, and coaches.
- Provide updates to ensure area program information on SODE website is current.
- Strive to enlist the support of community resources such as schools, service and civic clubs, recreation departments, etc. when opportunities exist.
- With SODE Staff, assist with developing an annual plan to meet the goals and objectives of the program.
- Comply with all policies and procedures of Special Olympics Delaware.
- Carry out the mission of Special Olympics and follow Special Olympics Inc. General Rules and Sports Rules.
- Attend Special Olympics Delaware meetings as requested.
- Conduct Area Leadership Team meetings on a regular basis.
- Engage new athletes of all ability levels and volunteers within the area.

QUALIFICATIONS:**Education and/or Experience:**

- College degree preferred.
- Leadership role within SODE through committees and/or Area Leadership teams preferred.
- Demonstrated experience in effective leadership in managing people and events.
- Resident and knowledge of the local area's communities and resources for which applying.
- Five years' experience as a Coach or Program Director in Special Olympics preferred.
- Experience in sports preferred.

Skills and/or Abilities:

- Excellent organization skills; strong oral and written communication skills.
- Must be committed to exceptional customer service and the mission of Special Olympics.
- Exceptional interpersonal skills are necessary for building and maintaining collaborative relationships that are essential to successful programs.
- Must demonstrate personal discipline, self-motivation, and a commitment to working as a team.
- Ability to effectively recruit and manage volunteers and ability to delegate effectively.
- Proficiency in using relevant technology, including email and Microsoft software and ability to learn additional software programs.
- Have a valid Delaware driver's license and meet minimum Delaware vehicle insurance requirements.
- Must fulfill the requirements for a Special Olympics Delaware Class A Volunteer.

Time Requirements:

- Must have a flexible schedule and be able to work evenings and weekends.
- Approximately 10-15 hours per week.

Compensation:

- Annual Stipend of \$10,500
- Monthly Car Allowance \$80 a month

Special Olympics Delaware is proud to be an equal opportunity employer. We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work. We do not discriminate based on any characteristic or status protected by applicable law.

I have received a copy of my position description on

Date

Print Name

Signature

Application Details:

Please submit resume to:

Benjamin LoPresto
Senior Director, Sports & Competition
Special Olympics Delaware
619 S. College Avenue
Newark, DE 19716
or
ben.lopresto@sode.org