

**Position:** Director of Sports and Competition

**Reports To:** Senior Director of Sports and Competition

**FLSA Status:** Full Time Exempt

### **Description**

Special Olympics Delaware (SODE) seeks an enthusiastic Director of Sports and Competition to support our organization's sports programs. The ideal candidate will be a strategic thinker with a proven track record in program management, event planning, and leadership. This individual will be responsible for assisting and tracking athlete registration, quality of sports practice, assisting in mid-season qualifiers and state competitions, divisioning of teams for competition, and helping to ensure the quality of sports offered.

### **Major Responsibilities**

- Help new athletes register and sign-up for programs.
- Track athlete participation and ensure registration information has been sent to past participants.
- Offer sports in accordance with Special Olympics Inc., Special Olympics North America, & SODE rules and standards.
- Adhere to timelines, policies, and procedures for sports training and programming.
- Oversee practice audits to ensure consistency and quality of practices throughout the state.
- Support Area Directors, Coaches, and Community-Areas with program needs.
- Attend and support coach clinics, training, and area meetings.
- Assist in mid-season qualifiers, state-level competitions, event logistics, and operations.
- Help in athlete and team divisioning for competitions.
- Support SODE participation in higher-level competitions (regional, USA Games, and World Games).
- Provide a safe and meaningful experience for all athletes, volunteers, and spectators.
- Support annual collection and analyzation of participant data for yearly census, accreditation, and annual report.
- Collaborate with Marketing & Development team to implement the best written and visual content that supports programming, competitions, and participant recruitment and retention.
- Attend department, staff, and regional meetings.
- Support other SODE events including major sports competitions and fundraisers.
- All other duties as assigned.

## Qualifications

- Bachelor's Degree from an accredited college/university, preferably in sports management, non-profit management, human services, or a related area.
- Established proficiency and practical experience in event planning and management.
- Project management experience and highly organized with the ability to handle multiple projects, prioritize work, and meet deadlines.
- Ability to adapt easily in fast-paced, ever-changing environment.
- Proven ability to work and collaborate with assorted levels of audiences, while appreciating and understanding different opinions.
- Maturity of judgment, high level of accuracy and close attention to detail, with strong ethical sense to handle sensitive information appropriately.
- Proven ability to work as a team player with various groups and organizations.
- Understanding of the mission and function of Special Olympics Delaware.
- Excellent interpersonal, presentation, and communication skills, both verbal and written.
- Proficiency in Word, Power Point, Outlook, and Excel.
- Willingness to travel statewide and work a 40+ hour work week; night and weekend work will be required frequently.
- Able to lift and move 25-50 pounds.
- Must be able to pass a background check.

## Compensation

- Salary range \$50,000 - \$70,000
- Full Medical & Dental Benefits, 100% covered for individuals
- Longevity Bonuses, Life insurance, 401k Match, Paid Time Off

## Schedule

- 40 hours/week on site
- Nights and weekends as needed

## Application Details

Please submit a cover letter and resume to:

David Halley  
President & CEO  
[david.halley@sode.org](mailto:david.halley@sode.org)

- ❖ *Special Olympics Delaware is proud to be an equal opportunity employer. We do not discriminate based on any characteristic or status protected by applicable law.*
- ❖ *Special Olympics has the right to change job duties at any time, and this job description is not designed to cover every requirement of the job.*
- ❖ *Employment with Special Olympics Delaware is at will. "Employment at will" means that an employee may end his/her employment at any time for any reason, and that the employer may terminate an employee at any time for any reason, with or without cause.*

