



## JOB DESCRIPTION SOUTH CENTRAL REGIONAL DIRECTOR

### POSITION SUMMARY

The Regional Director manages all phases of the Special Olympics Kansas sports programming in the South Central Region (Counties: Butler, Chase, Cowley, Harper, Harvey, Lyon, Reno, Sedgwick, Sumner). The Regional Director is responsible for the administration, management, day to day operations and volunteer resources of the Region. Fundraising is a requirement of the position.

The ideal candidate is well-organized, a self-starter, able to work in a team environment, with the maturity and flexibility to work in a growing and changing environment. The candidate should bring enthusiasm to the office and offer up new ideas and programs. The candidate will be expected to perform the following responsibilities:

### DUTIES AND RESPONSIBILITIES

#### COMPETITION

- Recruit, appoint, train and supervise Competition Chairperson.
- Oversee all aspects of regional competitions including securing facilities and volunteers, registering and divisioning teams and athletes, development of competition schedule and
- Ensure that all area competitions are of high quality and in accordance with Special Olympics Inc. and Special Olympics Kansas policies, standards, and rules.
- Cooperatively develop a Regional Schedule of Special Olympics sports events for the year.
- Schedule other Regional competitions throughout the year consistent with Special Olympics Kansas' policies and calendar.
- Encourage local programs to schedule competition events on a regular basis (i.e., mini meets and league competition).
- State competition duties as assigned by Sr. Vice President of Programs

#### UNIFIED CHAMPION SCHOOLS

The Special Olympics Unified Champion Schools program is aimed at promoting social inclusion through intentionally planned and implemented activities affecting systems-wide change. With sports as the foundation, the three component model offers a unique combination of effective activities that equip young people with tools and training to create sports, classroom and

school climates of acceptance.

- Work collaboratively with the Vice President of Health and Community Outreach to incorporate and enhance the Unified Champion Schools program in South Central Kansas and specifically in Wichita schools.
- Identify, contact, and educate schools within region about the UCS program.
- Identify a main person at each school to administer the UCS program.
- Schedule tournaments and games between schools for the existing sports of Basketball, Bocce, and Soccer.

#### FUNDRAISING

- The Regional Director through VIK, sponsorship and other fundraising efforts is expected to run programming in their region at an overall zero-cost. The expected amount needed to be raised through either cash or in-kind donations is \$20,000 per year.
- The Regional Director will work closely with the Director of Development located in the Wichita office to ensure there are no conflicts in fundraising outreach.

#### SOKS CULTURE

Special Olympics Kansas (SOKS) is a fast-paced non-profit organization providing programs and services to people with intellectual disabilities. The organization has a small staff, a heavy workload and work is frequently performed under pressure. Employees must demonstrate personal discipline, self-motivation and is expected to demonstrate good interpersonal skills, attention to detail and flexibility in assignments, tasks, schedules and roles.

#### QUALIFICATIONS

- Bachelor's Degree or equivalent experience
- Experience in sports event management
- Experience managing volunteers preferred
- Experience working with individuals with intellectual disabilities preferred
- Bilingual in English/Spanish is a plus
- Proven success as a leader with management, organization and communication skills
- Strong organizational skills, high motivation, ability to meet and exceed goals
- Ability to multi-task and meet deadlines under pressure
- Knowledge in Microsoft Office
- Excellent interpersonal skills, relationship building skills and communication (written and verbal) skills.
- Demonstrated ability to work with diverse populations

LOCATION

This opportunity is based full-time in the Special Olympics Kansas regional office in Wichita, KS

SUPERVISOR

Sr. Vice President of Programs

BEGINNING SALARY RANGE

Salary is commensurate with experience

BENEFITS

Special Olympics Kansas provides a percentage of the gross salary for use in a cafeteria benefits program which includes: medical insurance, FSA, disability insurance, dental insurance and term life insurance. SOKS also participates in a 403 (B) retirement program. Special Olympics Kansas provides Worker's Compensation, paid holidays, annual personal days and travel expenses.

POSITION STATUS

Exempt

EVALUATION

At the end of 180 days and then annually in February.