

JOB DESCRIPTION

DIRECTOR OF PROGRAMS



Position Title: Director of Programs
Department: Programs
Status: Full Time, Non-exempt
Reports to: President / CEO
Supervises: Director of Health and Fitness, Regional Managers, Director of Champions Together, Director of Unified Champion Schools, Manager of Unified Strategies
Last Updated: February 20, 2018

JOB SUMMARY

The Director of Programs is responsible for the overall management and administration of Special Olympics Indiana programs related to health, fitness, and education-based initiatives. Additionally, the Director provides support to local Area and County programs.

PERFORMANCE DIMENSIONS AND TASKS *(Time Spent)*

1. Programs Department Management *(25%)*

- Oversee the development of the annual calendar of events
- Manage administrative support staff and programs-related budget
- Supervise program and administrative staff – responsible for interviewing, hiring, goals, coordination, and evaluation
- Oversee basic use contracts associated insurance certificates

2. Strategic Initiatives *(25%)*

- Oversee the planning, implementation, and evaluation of Unified Champion Schools, including Champions Together
- Serve as the primary contact to SOI-SONA for Unified Champion Schools and Champions Together and the secondary contact person for SO Colleges
- Oversee the planning, implementation, and evaluation of Health & Fitness

3. Program Management – County Programs and Volunteers *(20%)*

- Oversee planning, administration, and regional support for County programs, including accreditation, finance management, code of conduct, and volunteer screening processes.
- Coordinate risk management plans for program activities.
- Publish the annual Program Information Guide.
- Assist in planning and implementing schedule of activities for the annual State Conference and Leadership Retreat.

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- 4. Sport Management (20%)** Cycling, Distance Run & Walk, and Track & Field
- Recruit individuals to serve as Sport Directors
 - Assist in recruitment and development of other volunteers to serve on each Sport Management Team (SMT), providing them with necessary materials and training
 - Collaborate with each team to develop an annual sport plan
 - Serve as the liaison to the SMT during its management of events
 - Serve as staff liaison for track & field (Summer Games), cycling (Summer Games), distance run & walk (EKS Games) and all health and fitness related events
- 5. Project Management (5%)**
- Assist in planning and implementation of projects as assigned

QUALIFICATIONS

- Education: Bachelor’s degree
- Experience: Personnel and office management, sports and volunteer management, field of disabilities; Preferred 5 years of experience working for Special Olympics or experience in education-based athletic administration
- Skills: Verbal and written communication skills, leadership, planning, networking, supervision
- Technology: Microsoft Windows - including Word, Excel, PowerPoint, Outlook

SPECIAL DEMANDS / OPPORTUNITIES

Travel (in and out of state), evening and weekend work, some physical set-up of venues, networking with Special Olympics organizations across the country. In-service training provided.

Job duties associated with this position require the use of a personal portable electronic device, such as a smart phone. Access to this personal device and any fees incurred during use will be the responsibility of the employee. *See Employee Handbook for full policy information.*

Final offer of employment is contingent on a successful background and credit check.

BENEFITS

Special Olympics Indiana provides options for health insurance, life insurance, paid time off, disability insurance, dental insurance and 403B retirement. The organization provides reimbursement for travel expenses and workers’ compensation.

LOCATION

SO Indiana headquarters is based on the Northwest side of Indianapolis.

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Special Olympics Indiana is an equal opportunity employer and is dedicated to the goal of building a culturally diverse staff committed to working in a multicultural environment. Applications from women, minorities, individuals with disabilities and covered veterans are welcomed. Employment with Special Olympics is "at-will."

Employee Signature

Management Signature

Date _____

Date _____