



POSITION TITLE: Athletic Director
DEPARTMENT: Sports & Programs
LOCATION: Regions 2 & 3 (North Central & Northwest Wisconsin)
REPORTING TO: Senior Director of Sports
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: March 2023

POSITION SUMMARY

The **Athletic Director** is part of a dedicated team of professionals who, utilizing SOWI's Core Values, work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes, and the community.

The **Athletic Director** manages all competition and training opportunities for athletes and Unified Partners, as well as provides on-going sports training and technical support to all Special Olympics Wisconsin Programs. This position works directly with the State Office and other Athletic Directors as part of a team designed to coordinate and run programs for Special Olympics Wisconsin. In addition, the Athletic Director will work with the community and staff to promote Special Olympics, recruit athletes and volunteers, coordinate programs, and assist Local Programs and Unified Champion Schools (UCS) to achieve the goals, objectives, standards, and mission of Special Olympics Wisconsin.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Execute Special Olympics Wisconsin's Strategic Plan.
- Develop and execute annual work plan.
- Participate with the Vice President of Sports and Programs, the Senior Director of Sports, and other Athletic Directors in creation and coordination of the statewide sports plan including traditional sports and unified sports for Special Olympics Wisconsin.
- Recruit and manage event volunteers, sport-specific volunteer committees and/or athletes to work sporting events and assist with regional sports management.
- Assist and work with regional staff to prepare and submit annual budget.
- Review and approve monthly budget statements.
- Approve, code, and forward all invoices to the State office for payment.
- Manage all assigned traditional and unified sports competitions, and UCS programing in accordance with the standards and rules of Special Olympics Incorporated and SOWI.
- Participate as an active member of planning and running State Games and recruit, train and direct volunteers for State Games located in the Region.
- Initiate and maintain working relationships within the local sport professional community including local athletic departments (high school, college and professional).
- Serve as a resource and support for regional local programs, UCS, coaches and teachers with regard to training, competition and unified sports.
- Provide regular communication of activities and events within the region to agencies, UCS, coaches, teachers, families, volunteers and the State office.
- Abide by and comply with regional deadlines.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences and program events and serve on committees and task forces as needed.
- Support Special Olympics Incorporated and Special Olympics Wisconsin fundraising projects, as directed.

This job description describes the general nature and scope of the responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Bachelor's degree in Sports Management, Recreation, Physical Education, or similar field of study; or a minimum of three (3) years of related work experience.
- Strong knowledge of sports rules, regulations and effective sports competition management.
- Experience with volunteer management and volunteer software platforms.
- Demonstrated ability to work independently and in a team environment.

- Experience working in a leadership role.
- Experience with developing and managing a budget.
- Demonstrated ability to create and use Google Forms.

KNOWLEDGE, SKILLS, AND ABILITIES

- Passion for the Special Olympics vision, mission and values for individuals with intellectual disabilities.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Strong oral, written and interpersonal communication skills.
- Meticulous attention to detail with the ability to manage multiple projects at one time.
- Analytical thinker with strong conceptual and problem-solving skills.
- Proficiency with MS Office including Microsoft Word, Excel, and other software such as MS Teams.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Hybrid work environment – office/remote work environment.
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to fifty (50) pounds.
- Occasionally work weekends, evenings, and overnights.
- Travel frequently statewide for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Signature

Date