



**TITLE:** Senior Director of Sports  
**DEPARTMENT:** Sports & Programs  
**LOCATION:** Madison, Milwaukee, or Appleton  
**REPORTING TO:** Vice President of Sports & Programs  
**FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT):** Exempt  
**CLASSIFICATION:** Full-Time  
**LAST UPDATED:** January 2024

### **POSITION SUMMARY**

The **Senior Director of Sports** is part of a dedicated team of professionals who 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. We achieve this 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 **Senior Director of Sports** involves strategizing, directing, and monitoring all sports programming to insure goals are achieved by the Athletic Directors, the Sports & Programs staff, and Special Olympics Wisconsin, Inc. (SOWI). The **Senior Director of Sports** will manage all competitions and training opportunities for athletes, coordinate and lead State competitions, and provide on-going sports training and technical support to the Local Programs. In addition, the **Senior Director of Sports** will work with the community and SOWI staff to promote Special Olympics, recruit athletes and volunteers, coordinate programs, assist Local Programs, and adhere to established policies, to achieve the mission of Special Olympics Wisconsin.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Participate with the Vice President of Sports & Programs and Athletic Directors in creation and coordination of the statewide sports plan including traditional and unified sports.
- Lead Special Olympics Wisconsin staff and volunteers in the planning, coordination, and execution of State Games.
- Recruit and manage experienced and knowledgeable volunteers, volunteer committees and/or athletes to assist at sports events.
- Supervise the team of Regional Athletic Directors.
- Manage all sports competitions, in accordance with the standards and rules of Special Olympics Incorporated and SOWI.
- Prepare and manage event budgets.
- 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 Local Programs and coaches with regard to training, competition, unified sports, and adherence to SOI guidelines.
- Provide regular communication of activities and events to Local Programs, coaches, families, and volunteers.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences, program events and serve on committees, as needed.
- Participate as an active member of the Sports & Programs Leadership Team.
- Collaborate with other departments to insure the success of all Special Olympics Wisconsin events and programs.
- Support Special Olympics Incorporated and Special Olympics Wisconsin fundraising projects, as directed.
- Abide by SOWI Guiding Values.
- Promote the mission of Special Olympics Wisconsin, Inc.

- Execute Special Olympics Wisconsin's Strategic Plan.

*This job description describes the general nature and scope of 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, related field of study.
- Demonstrated success in at least three (3) years of related experience.
- Experience and knowledge of sports, event management, volunteer management and engaging persons with intellectual disabilities.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

- Ability to travel as needed throughout the state.
- Ability to work on evenings and weekends, as needed.
- Excellent written and verbal communication skills, effectiveness speaking with people in-person, on the phone, and via email.
- Exceptional customer service skills.
- Position requires ability to manage multiple projects at one time.
- Critical thinking skills and emotional intelligence to problem solve and work with varying audiences.
- Understand and address complex challenges with sound judgement, high integrity and professional demeanor.
- Position requires a team-oriented mindset with the ability to work independently and meet deadlines.
- Proficient knowledge in Microsoft programs such as Outlook, Word, Excel, and the ability to master various software applications.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.

#### **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 ten pounds and occasionally lift and/or move up to fifty pounds.
- Travel frequently around the state of Wisconsin for events, meetings, etc.

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

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Signature

Date