

## Position Description

<b>Position Title:</b> Director of State Sponsored Programs and Competition	<b>Supervisor:</b> Chief Mission Officer
<b>Department:</b> Program	<b>Full or Part Time:</b> Full time
<b>FLSA Status:</b>	<b>Salary Range:</b> \$50,000 – \$60,000
<b>Position Code:</b>	<b>Revision Date:</b> 1-10-24

Position Summary
SORI seeks an enthusiastic, experienced leader to serve as Director of State Sponsored Programs and Competition. This position will be responsible for directing and overseeing state sponsored programs for individuals with intellectual disabilities including sports and athletics, SO College, Young Athletes, Healthy Athletes, and Fitness year-round. The Director of State Sponsored Programs and Competition reports to the Chief Mission Officer.
Essential Functions/Position Responsibilities
<ul style="list-style-type: none"> <li>• Directs state sponsored programming including sports and athletics, SO College, Young Athletes, Healthy Athletes, and Fitness</li> <li>• Assists with directing operations for large scale multi-sport events and competitions</li> <li>• Supervises all state program directors, coaches, and volunteers</li> <li>• Plan and administer competition and tournament schedules for state programs</li> <li>• Promotes and actively solicits feedback from athletes, families, and volunteers</li> <li>• Contributes and actively participates in athlete leadership training</li> <li>• Assists with SORI's participation in World Games, USA Games, Individual invitational</li> <li>• Assists with competition schedules for UCS and UCCS programs</li> <li>• Coordinate sport officials for competitions</li> <li>• Assist with coordination of sport officials for UCS and UCCS</li> <li>• Collects data and tracks participation in health and fitness programming at Summer Games for the purpose of ensuring we are making an impact</li> <li>• Serves as a subject matter expert on current on health and fitness training resources from Special Olympics Inc., to provide educational resources to SORI local teams, coaches, athletes, families, and volunteers to participate in ongoing health and fitness programming.</li> <li>• Develops a fitness and training plan to prepare athletes attending Special Olympics Rhode Island Summer Games, USA and World Games</li> <li>• Assist and promote coaches' education and training in collaboration with the Director of Volunteer Engagement</li> <li>• Fosters and manages working relationships with recreation facility directors</li> <li>• Responsible for all contracts and insurance as it relates to state sponsored programs</li> <li>• Collaborates with SORI marketing and event team members to promote athletes and programs</li> <li>• Works closely with volunteers providing necessary guidance to develop large management teams</li> <li>• Provides leadership in a fluid environment and adapts to duties and responsibilities as assigned.</li> <li>• Other duties as assigned, which may include items such as PILOT programs, assisting with other events, and other support and assignments as needed</li> </ul>
Qualifications & Requirements
<ul style="list-style-type: none"> <li>• Bachelor's degree in sports management, education, public administration or related field required</li> <li>• 3-5 years' experience in sports, athletics, youth development, and/or Special Olympics</li> <li>• Experience with managing individuals, groups and volunteers</li> </ul>

- Experience working with and understanding of individuals with intellectual disabilities
- Ability to interact with individuals at all levels of the organization
- Strong communication skills including written, verbal and confidence to speak publicly in a group setting
- Ability to work flexible hours, nights and weekends required
- Local travel required
- Athletic and/or sports background strongly preferred
- Experience planning and coordinating events
- Ability to make decisions under pressure
- Proficiency in Microsoft Office and database management systems

Special Olympics of Rhode Island operates as an Equal Opportunity Employer and an Affirmative Action Organization. SORI provides equal employment opportunity to all qualified applicants and employees without regard to race, religion, color, sex, age, national origin, marital status, veteran status, sexual orientation, gender identity and mental or physical disability.

Interested candidates should submit a cover letter and resume to [careers@specialolympicsri.org](mailto:careers@specialolympicsri.org) or visit <http://www.specialolympicsri.org/>.

<b>ESSENTIAL FUNCTION</b> <b>ESTIMATE OF PHYSICAL, ENVIRONMENTAL &amp; MENTAL REQUIREMENTS</b>				
<b>Physical Requirements</b>	<b>Rarely (15%)</b>	<b>Occasional (15% - 40%)</b>	<b>Frequent (40% - 70%)</b>	<b>Continuous (Over 70%)</b>
Lifting under 40 lbs.			X	
Lifting over 40 lbs.		X		
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders	X			
Uneven Surfaces	X			
Exposure to Fumes/ Odors	X			
Exposure to Heat / Cold Temps		X		
Working Inside and Outside			X	
Climbing Stairs		X		
Sedentary Work	X			
Typing / Data Entry/ Computer		X		
Stooping		X		
Driving			X	
Walking			X	
Walk on Wet, Uneven, Slippery Surfaces		X		
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending		X		
Twisting Neck		X		
Bending at Waist		X		
Crawling	X			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms	X			
Reaching below shoulder height		X		
Reaching above shoulder height		X		
Repetitive movement: foot	X			
Kneeling	X			
Hearing		X		
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing		X		
Acuity, Far – Clarity of vision at 20 feet or more	X			
Acuity, Near – Clarity of vision at 20 inches or less	X			

Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.		X		
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.		X		
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral			X	
Communication Written			X	
Mechanical Concepts	X			
Interpreting Skills		X		
Implementing			X	
Evaluating			X	
Organizing			X	
Consulting		X		
Analyzing			X	
Presenting			X	
Supervising				X
Ability to Deal With:				
• Stressful situations			X	
• Trauma, grief, death	X			
• Public Contact				X
Decision Making			X	
Work with Others				X
Work Alone		X		
Concentration			X	
Comprehend and follow instructions			X	
Relate to Others				X
Influence Others				X
Perform complex or varied tasks			X	
<b>Additional Comments:</b>				

