



COUNTY DIRECTOR JOB DESCRIPTION

The County Director is responsible for all aspects of the Special Olympics in the county geographic boundaries.

Responsibilities:

1. Provides quality training and competition opportunities for children and adults with intellectual disabilities in the geographic area.
2. Chairs the County Management Team, and reports regularly to the County Management Team and to SOWV on all sanctioned activities.
3. Works with the Finance Chair in administration and control of the approved local budget. Arranges annual audit if recommended by SOWV CEO.
4. Works with the Fundraising Committee to properly raise funds needed to manage the day-to-day responsibilities and needs of the local program.
5. Maintains a full complement of qualified and skilled volunteers who are knowledgeable about Special Olympics policies and procedures.
6. Ensures all Special Olympics and SOWV policies, objectives, and procedures are properly processed.
7. Keeps the county leadership informed of developments affecting the Special Olympics programs.
8. Completes required County Accreditation Application upon due date annually.

Direct studies of needs and development in the County Special Olympics program as determined by SOWV and the County Management Team:

1. Prepares plan for County Special Olympics programs consistent with changing needs and objectives as determined by County Management Team.
2. Oversees the recruitment of athletes, coaches and volunteers needed to meet the development and changing needs of the local program.
3. Assists with the securing of facilities, equipment, and other needs in order to properly run programs in the local county, regional and state events.

Accepts responsibility for recruiting, screening, training, and performance of volunteers:

1. Develops an appropriate volunteer organization chart, using model format recommended by SOWV as guide, adapting only as necessary to meet the needs of the county.
2. Recruits and assigns or facilitates an election for chairpersons according to the organizational chart.
3. Plans and provides for continuing supervision, training, consultation, and evaluation of volunteers to retain skilled and qualified leadership.
4. Ensures volunteers receive and maintain the proper training and qualifications based on their role within the organization.
5. Reviews and evaluates committee goals, objectives, and progress to be noted on monthly meeting minutes.
6. Establishes and maintains a mechanism for volunteer leadership recognition.



Cooperates with existing public and private organizations concerned with programs which are of importance and related to the objectives of Special Olympics:

1. Maintains a file of available resources provided by other agencies such as professional sports groups, group homes, MH/DD programs that can support local events within the county.
2. Transmits to appropriate agencies or groups all pertinent Special Olympics information regarding sports availability, training and practices opportunities and necessary criteria for participation.
3. Encourages appropriate organizations, agencies, and individuals to join the Special Olympics program.
4. Encourages community leaders to join all phases of Special Olympics activities, including planning, organization, and implementation of effective programs.

Maintains effective communications with SOWV office and appropriate staff members:

1. Submits all required reports and information to the SOWV office by the stated deadlines.
2. Insures proper and effective volunteer representation at county and state meetings and other pre-planned training and informational programs.
3. Provides SOWV Director with accurate calendar of county events and meetings.
4. Distributes information from SOWV to the appropriate committee members on a timely basis.

Manages all applicable Committee Chairpersons

- Outreach Committee
- Volunteer Committee
- Competition Committee
- Training Committee
- Fundraising Committee
- Finance Committee
- Families Committee
- Public Relations Committee

Preferred Qualifications:

- Demonstrated administrative and leadership abilities
- Knowledge of organizational planning and reporting procedures
- Awareness of county resources
- Demonstrated ability to work effectively with volunteers and SOWV staff

Required Qualifications:

- Ability to pass a background check (every 3 years)
- Ability to maintain required certifications such as Protective Behaviors and Concussion Awareness
- Possess a valid drivers license and ability to transport athletes, coaches and volunteers as needed

Minimum Commitment: Three Year

Supervisor: SOWV Staff

Reviewed: Annually