

POSITION ANNOUNCEMENT

Special Olympics
Illinois



TITLE: Assistant Director – Health and Wellness

Position Overview:

The Assistant Director – Health and Wellness is responsible for providing year-round programming aimed to improve the overall physical condition and lifespan of athletes, coaches, families and community members.

Primary Responsibilities

- Reports to Director Coach & Health Services
- Assists to manage the Special Olympics Illinois Healthy Athletes program
- Recruit new Clinical Directors for Healthy Athletes disciplines and implementation
- Create and manage the Healthy Athletes referral network
- Drive program development for health and wellness initiatives
- Monitor grants, including preparations of post-event reports and assist with tracking all medical data collected through health programs
- Support State-level events as the lead health staff through pre-event preparation, correspondence with key volunteers, event planning and post event follow up including data collection and follow up care
- Procure and disseminate equipment, resource materials and supplies needed for each event
- Manage logistics such as food/beverage, audio-visual and invitations/collateral for trainings and meetings
- Promote events and relevant news and information on the SOILL Health & Fitness Facebook page, website and newsletters.

Qualifications/Skills and Knowledge Requirements:

- Bachelor's degree in Public Health or other relevant discipline (i.e. adaptive physical education, healthcare administration, sports management).
- Demonstrated experience in planning and executing events for large groups
- Experience in program development and management; ideally with a focus on improving health outcomes
- Ability to work independently
- Computer skills including proficiency with Microsoft Office products
- High energy and passion for Special Olympics mission
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Excellent communication and presentation skills; written, oral and receptive

Essential Functions:

- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel
- Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand or sit for long periods of time, and load and unload vehicles
- Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; includes sedentary and light work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; operating motor vehicles
- First Aid/CPR Training and Certification required; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance required
- Position may be eligible to work remotely within Illinois or based out of a Special Olympics Illinois Regional Office.
- Send resume and cover letter to Katie Grisham at kgrisham@soill.org

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Special Olympics Illinois

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