



POSITION ANNOUNCEMENT

TITLE: Assistant Director- Region K, Sports & Competition

Special Olympics Illinois is a not-for-profit organization offering year-round training and competition in 18 sports to Illinois athletes with intellectual disabilities. Special Olympics Illinois is dedicated to shaping a culture where people with and without intellectual disabilities are fully integrated into the community by providing opportunities in competitive sports, health education, leadership and personal development. As a part of the Special Olympics Illinois team, you'll join an energetic and hard-working group of individuals committed to transforming the lives of those we serve.

Position Overview:

The Assistant Director – Region K, Sports & Competition is primarily responsible for providing support to the Region Director- Sports & Competition, to help ensure that the Region has the proper operational controls and reporting procedures in place to assist Special Olympics Illinois in achieving the Big Three Key Objectives. This Assistant Director position will have a sports and competition focus.

Primary Responsibilities:

- Position serves as primary and direct back-up to the Region Director; incumbent is expected to occasionally and as requested carry Director-level responsibility, which includes but is not limited to: Division-wide, Director-level support and leadership; Division as well as Region-wide training and/or mentorship; and continuous cross-training beyond assigned Development Focus
- In consultation with the Senior Director – Program Services and Region Director, the Assistant Director – Region drives achievement of Region-specific, strategic goals to ensure progress toward the Big Three Key Objectives and to protect the financial integrity of the organization
- Plan and manage region sports competitions, coaches meeting and trainings to include (program logistics, event collateral, preparation of contracts, recruitment of event volunteers, and acquisition of supplies and equipment, event evaluation, etc.) as outlined in the SOILL quality event standards
- Ensure all attendee's safety at events is the highest priority and the participation experience is high quality.
- Assists with driving program initiatives such as Young Athletes, Healthy Athletes and Coaches Education
- Actively work with existing Event Management Committee of volunteers
- Focus on continued growth capitalizing on using knowledge of technology and social media to identify and employ new avenues to market the organization and its offering
- Recruit and manage volunteers and committee members, as well as part-time, full-time and/or temporary employees as needed
- Provides support in case of staffing vacancies in assigned Region

Qualifications:

- Bachelor's degree preferred
- 3+ years' experience within Special Olympics or closely related field
- Excellent, adaptive computer skills including proficiency with Microsoft Office products
- Ability to work independently without close oversight, but also a team player who productively engages with others at varying levels of seniority within and outside Special Olympics Illinois
- High energy and passion for Special Olympics mission
- Meets all team deadlines and responsibilities, listens to others and values opinions, helps team to meet goals, welcomes newcomers and promotes a team atmosphere
- Strong organizational and time management skills with exceptional attention to detail
- Customer focus
- Excellent communication skills, both written and oral as well as receptive (listening)

Work Schedule and Requirements:

- Based out of Carbondale Office
- Reports directly to the Director-Region K

Special Olympics Illinois

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www.soill.org

Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities



- Monday through Friday with frequent evenings and weekends as position demands
- Independent in-state travel required, including some overnight and weekend travel as an essential function of position
- Physical mobility required: must be able to climb stairs, assist in setup 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; requires a good deal of walking, standing, and/or sitting with some pushing and pulling of arm or leg controls; includes sedentary work
- Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines; operating motor vehicles
- First Aid/CPR Training and Certification required or willing to obtain within the first six months; must be able and willing to effectively administer First Aid/CPR on-site during events
- Valid driver's license and proof of insurance is required
- Offers of employment are contingent upon clear results of a background check

Benefits

This full-time position includes an excellent compensation and benefits package including health, dental, vision, life, voluntary disability insurance, a retirement savings plan with company match, generous paid time off benefits, and more.

To Apply

To apply for this position, please send resume, 3 current references and cover letter to Brittany Fuqua at bfuqua@soill.org Position open until filled.

Special Olympics Illinois is committed to building a diverse, creative, engaged, collaborative, and hard-working team that is dedicated to our athletes, our communities, and each other. Our employees are our most valuable asset, and we aim to create a positive atmosphere where employees feel valued and fulfilled. We truly want people to love working here, and we strive to create a culture that allows for growth, opportunity, and fun.

Special Olympics Illinois is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, religion, creed, age, disability, sex, gender identity or expression, sexual orientation, familial status, pregnancy, predisposing genetic characteristics, military status, domestic violence victim status, criminal conviction, and all other protected classes under federal or state laws.