



## **POSITION ANNOUNCEMENT**

### **TITLE: Manager – Sports Region E**

#### **Position Overview:**

The Region Manager is primarily responsible for providing support to the Region staff to help ensure that the Region has the proper procedures in place to assist Special Olympics Illinois in achieving the Big Three Key Objectives. This manager position is an Entry Level Position and will have a sports focus.

#### **Primary Responsibilities**

- Actively work with the Region Director to achieve Region-Specific, strategic goals to ensure progress toward the Big Three Key Objectives and to protect the financial integrity of the organization
- Manages sports programming in assigned Region, including but not limited to: Special Olympics Illinois sanctioned traditional competitions and time-trials, Unified Sports competitions and demonstrations, Young Athlete culminating events, outreach efforts to underserved populations, committee development, volunteer management, public relations, public awareness and education and family involvement
- Supports state-level events within and outside Region as needed
- Provides sports training opportunities and coach certification training schools for coaches and volunteers
- Drives key volunteer committee development and recruitment
- Manages volunteers as well as part-time, full-time and/or temporary employees as needed
- Provide support in case of staffing vacancies in assigned Region

#### **Qualifications/Skills and Knowledge Requirements:**

- Bachelor's degree strongly recommended
- 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)

#### **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; visual inspection involving small defects, small parts, and/or operation of machines; 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
- Based out of Region E office located at 900 Maple, Homewood, IL
- To apply for this position, please send resume and cover letter by April 7 to Patty Welsh at [pwelsh@soill.org](mailto:pwelsh@soill.org)

**This is an Entry level position. Salary commensurate with experience. Excellent benefit package.**