

## Special Olympics Texas Area Program Director

**Job Title:** Area Program Director  
**Location:** Laredo  
**Reports to:** Regional Executive Director  
**FLSA Status:** Full-time Exempt  
**Date Revised:** March 2019

### SUMMARY

This position is responsible for the sports programming in the in the area.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan and execute all events, adhering to budget requirements.
- Work with regional specialists on integration of fundraising into area events and competitions
- Recruit athletes, coaches, and volunteers
- Develop and implement sport clinics, training, and community outreach opportunities for athletes and coaches
- Manage area pages for website
- Develop sport calendars with assistance from regional staff
- Assist with Regional and State competitions as needed
- Integrate development opportunities into existing programs and events
- Assist regional staff with outreach
- Lead YAP, MATP, and trainings in the area
- Integrate Unified Champion Schools® goals in programming in all aspects of area programming.
- Communication of organizational goals to regional team which must include, but are not limited to, best practices, innovation, retention and recruitment.

### QUALIFICATIONS/REQUIRED SKILLS:

*Passion for Special Olympics Texas*

**Screening:** Must pass Criminal and National Sex Offender Registry background screening (Required for all staff)

**Education:** College degree or equitable experience in non-profit fundraising; emphasis on recreation, disability issues, sports programming and management a plus.

**Experience:** Non-profit experience, youth and adult sports programming, event planning; budgeting, previous experience with Unified Sports®, Special Olympics a plus.

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**Knowledge:** Microsoft Office with emphasis on Excel; Outlook; Database programs, event planning;

**Skills:** Strong organizational skill with the ability to manage multiple projects; effective time management, verbal and written skills, public speaking and customer service

**Work Schedule:** Full time 40+ hours per week; This position's work schedule will be determined by the demands of the position and may include evenings and weekends. Flexible time is available with prior approval of supervisor.

**Physical Demands:** While performing the duties of the job, the employee is regularly required to sit or stand for extended periods of time; occasionally required to lift and/or move up to 20lbs, stoop, kneel, crouch or crawl; frequently required to stand, reach with hands and arms through full range of motion.

**Transportation:** Must have own reliable transportation with good driving history, valid Texas driver's license and current insurance.

**Note:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.