



REGIONAL COMPETITIONS COORDINATOR

POSITION DESCRIPTION

The Regional Competitions Coordinator is a full-time exempt position that is responsible for providing strategic leadership, direction and support to area and local programs within an assigned geographic region of Iowa. The Regional Competitions Coordinator guides and directs the program in accordance with the standards, policies and procedures set forth by Special Olympics.

This position requires extensive travel within an assigned geographic region and to the state office in Grimes, as well as night and weekend hours.

REPORTS TO

Director of Competitions

QUALIFICATIONS

- BS/BA degree preferred
- Experience with non-profit or Special Olympics
- Experience with event planning and fundraising
- Volunteer management experience
- Ability to become SOIA Class A Certified (which includes passing a background check)
- Sports management background preferred
- Strong computer skills and current technology knowledge
- Commitment/passion to working with individuals with intellectual disabilities and the Special Olympics mission required

RESPONSIBILITIES

- Work with Special Olympics team in the creation and coordination of the statewide sports plan, while ensuring appropriate fiscal and budget controls
- Work with key local and area volunteers to oversee and coordinate regional Special Olympics Iowa operations, area support, development (growing of areas), public relations and fundraising
- Educate and train volunteers on Special Olympic Iowa policies, procedures, and service expectations
- Represent Special Olympics Iowa to the public as the regional chief spokesperson
- Assist with area and statewide fundraising events



Richard O. Jacobson Headquarters and Training Center

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- Outreach with other organizations, schools, families, etc. that may be serving persons with intellectual disabilities or whose services would enhance Special Olympics Iowa
- Assist with the Unified Champion Schools program
- Serve as a resource and support local programs, coaches, delegation managers and all other SOIA community members
- Other duties as assigned

To apply, please send resume, cover letter, and salary requirements to Sydney Sloan (ssloan@soiowa.org) and Katie Wiese (kwiese@soiowa.org).