

Position: North Area Manager
Reports to: Director of Sports
Effective: February 12, 2024



Special Olympics Utah (SOUT), a chapter of Special Olympics International, was established in 1971 as a 501(c)(3) non-profit Utah corporation. The mission of Special Olympics is to provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts and skills with their families, other Special Olympics athletes, and the community.

Position Summary: Provide leadership, administration, and oversight of Special Olympics training, competition events, fundraising, and local program support for the six counties in the North Area.

RESPONSIBILITIES

(10-15 hours/week) Area Leadership & Administration

- Recruit volunteers to serve on the Area Management Team (AMT) and work with them on planning and delivering services to support Area activities and constituents.
- Maintain current athlete, partner, and volunteer registration in the Games Management System ("GMS") software.

(2-5 hours/week) Community Outreach

- Reach out to business owners and community organizations for in-kind donations and services to support Area events and activities.
- Assist in developing partnerships with local recreation agencies to offer Unified Sports leagues.

(10-15 hours/week) Unified Champion Schools

- Provide support in the recruitment and engagement of elementary, middle, and high schools in the Unified Champion Schools strategy.
- Assist in the planning and implementation of UCS events.

(2-3 hours/week) Finance & Fundraising

- Develop and implement plans to raise funds to support Area and local delegation needs.

(2-5 hours/week) Heads of Delegations and Coaches

- Support Heads of Delegations (HODs) and coaches as needed to help ensure the success of the athlete experience.
- Assist new athletes in connecting with a delegation or, when necessary, organize new delegations to accommodate athlete interest and program growth.

(2-3 hours/week) Training & Competition

- Coordinate logistics in planning and hosting quality Area training and competition events.

QUALIFICATIONS & REQUIREMENTS

- Demonstrated ability to work proactively in an inclusive organization
- Excellent, proven interpersonal, verbal, and written communication skills
- Demonstrated ability to manage and lead volunteers
- Commitment to providing a high level of customer service
- Must be organized with attention to detail and ability to prioritize and manage multiple projects
- Effective problem-solving skills
- Comfortable in seeking in-kind donations and expense reductions
- Able to work independently with limited supervision
- Ability and willingness to work evening and weekends as need and travel throughout Area

- Demonstrated experience with PC-based networks as well as working knowledge of Microsoft Office and its applications
- Ability to lift 30 pounds multiple times – setting up for events can require strength and stamina
- Must have own reliable transportation
- Must be able to pass a criminal and national sex offender registry background screening process

EXPERIENCE PREFERRED

- Sports, event, and volunteer management
- Special event fundraising and/or corporate partnership
- Minimum of two years of relevant work, education, and/or community experience

COMPENSATION

- This position is salaried and based on experience.
- This position is eligible for employee benefits (health, dental, vision, SIMPLE IRA).

Equal Employment Opportunity

SOUT is an equal-opportunity employer. SOUT's policy ensures and provides equal opportunity for all persons employed by or seeking employment with SOUT without regard to race, age, color, religion, gender, marital status, national origin, disability, orientation, or status as a disabled veteran or any other classification protected by law.