



## **JOB DESCRIPTION**

**Position** : Area Training Director  
**Department** : Programs  
**Supervisor** : Manager, Sports Training & Competition

**Purpose:** To ensure year-round quality training opportunities in respective Area by providing training schools for coaches, Unified Partners and officials. Ensuring that paperwork for training schools and sports certification is completed and submitted in a timely manner. Provide overall coordination of all training schools occurring in Area.

### **Qualifications:**

- Good organizational and communications skills
- Experience and knowledge of working with volunteers
- Good management and supervision skills
- Experience with Special Olympics (a certified Special Olympics coach, official, or Games Director is preferred)
- Computer experience with Microsoft Windows including, but not limited to Word, Excel, and PowerPoint
- Must know or learn GMS (training offered)
- Position cannot be held in conjunction with other roles (County Director, Area Program Director, Area Games Director, Field Service Director, etc.)
- Cannot hold same role in multiple Areas

### **Responsibilities:**

- Ensure that a quarterly Area Training Plan is developed in consultation with the counties so that a training school will be offered in every sport.
- Develop and forward the training budget to Area Program Director
- Organize and conduct a minimum of four approved training schools per year (1 per quarter)
- Coordinate and oversee all training schools that are planned and executed on the county level
- Approve and sign all training certification applications
- Keep records of all training certification applications (scan and keep hard copies); originals should be sent to SOFL attention: *Manager, Sports Training and Competition*.
- Ensure training school flier is submitted for each training conducted in area
- Ensure all Training School reports and sign-in sheets are submitted to state office in a timely manner
- Provide area coaches with resources, materials and guidance
- Recruit, train and maintain sports clinicians to conduct training schools
- Assist in recruiting Unified Sports trainers
- Adhere to SOFL specific and SOI policies regarding sports, training, competition and athlete eligibility
- Attend area training meetings
- Distribute training school flyers to County Directors, sports associations, SO coaches, schools, etc. to get the maximum reach to recruit and train coaches
- Maintain a database of area coaches by sport
- Follow the SOFL financial guidelines for purchase orders or filing expense reports for supplies or travel
- Ensure health, safety and risk management guidelines are followed and if needed disseminated during all relevant training sessions.
- Provides quarterly feedback in regard to the training coaches receive in each county

### **Special Olympics Florida**

1915 Don Wickham Drive, Clermont, FL 34711

Tel 352-243-9536 Fax 352-243-9568 [www.specialolympicsflorida.org](http://www.specialolympicsflorida.org)

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



- Assist at State competitions as needed
- Weekly email to supervisor
- Quarterly Skype/in office evaluation

**Special Requirements:**

- Must attend training provided by Special Olympics Florida
- (1) mandatory statewide conference per year
- Must be able to travel and complete weekend and evening duties as assigned
- Must be able to lift 50 lbs

**Status** : Stipend Position  
**Stipend** : \$500 per quarter  
**Submit Resume To** : [MeghanMcLean@sofl.org](mailto:MeghanMcLean@sofl.org)