



## **JOB DESCRIPTION**

**Position** : County Director  
**Department** : Field Services  
**Supervisor** : Director of Field Services

### **Purpose:**

Responsible for oversight of assigned county including supervision of county management team, its chairpersons and all sub-committee functions. The County Director is responsible for working in cooperation with other Directors in their Area for the purpose of sports training and competition.

### **Qualifications:**

- Understand and embrace the mission and philosophy of Special Olympics and our athletes.
- Have good leadership, organizational and delegation skills
- Possess good verbal and written communication skills
- Professionally represent the organization and interact with community leaders, such as: city/county officials, School Board members, Superintendent of Schools, Director of Special Education and principals.
- Knowledgeable about community resources:
  - Agencies and programs providing services to persons with intellectual disabilities
  - Community leaders and potential funding sources/sponsors
  - Human resources to voluntarily staff the program
  - Parent networking
  - Sports facilities, personnel and equipment
- Promotional/marketing or public education experience a plus
- Regular attendance required

### **Responsibilities:**

- Manage a year-round sports training & competition program with focus on growth and quality in all service programs offered by Special Olympics Florida
- Ensure the county meets the minimum standards necessary for accreditation
- Create a yearly strategic plan to support program growth and quality; implement and evaluate in conjunction with the management team
- Develop an annual budget that ensures revenue growth and sustainability of program
- Responsible for the recruitment, training and supervision of all committee chairpersons
- Conduct productive management meetings on a monthly or at least a quarterly basis and ensure minutes are taken of action items and distributed
- Ensure accurate & official records are completed and kept up to date on all athletes, partners and volunteers
- Create an athlete recruitment plan
- Ensure proper management of volunteers with an appropriate recognition program
- Educate athlete family members as to the philosophy and mission of Special Olympics. To encourage families to be a part of Special Olympics through written communication, personal invitations to



competition, assistance with training of their athlete, transportation, and invitations to planned special events and family activities.

- Serve as Head Delegate and represent the County Program at area and state level meetings and/or competitions

**Special Requirements:**

- Must be able to travel and complete weekend and evening duties as assigned
- Must be able to lift 50 lbs

**Status** : Full-time exempt position

**Salary** : Based on experience

**Submit Resume To** : [MichelleBraxton@sofl.org](mailto:MichelleBraxton@sofl.org)