



## **JOB DESCRIPTION**

**Position** : Area Director  
**Department** : Programs  
**Supervisor** : VP of Operations

### **Purpose:**

Directs, supervises and mentors County Directors in executing Special Olympics Florida's (SOFL) mission in adherence to organizational policies, procedures and guidelines.

### **Qualifications:**

- Bachelor's Degree from accredited college/university
- Five years' experience in supervision or management (experience with a non-profit organization and multi-chapter/unit supervision preferred)
- Experience in sports administration and/or event operations, as well as recruiting, motivating, supervising and delegating tasks to volunteers and staff
- Excellent communication, organizational, written, and presentation skills
- Ability to take initiative and work independently
- Ability to work collaboratively as part of a team
- Ability to manage multiple tasks and demonstrate efficient time management skills
- Strong interpersonal skills
- Strong business acumen
- Proficient computer skills including knowledge of Outlook, Word, Excel and PowerPoint
- Regular attendance required

### **Responsibilities:**

- Supervisory responsibilities of one area.
- Provides leadership and support to County Directors and management teams to effectively execute SOFL's mission and strategic plan
- Guides and enforces county level adherence to SOFL's general rules and accreditation requirements
- Provides oversight of county budget process and achieves annual financial targets
- Acts as liaison between SOFL state office and county programs
- Collaborates with other SOFL departments and designated committees/groups to enhance support for county and area programs
- Actively participates in the development and execution of county recruitment strategies
- Establishes new county programs

### **Special Requirements:**

- Ability to travel 40-60% of work week
- Valid FL driver's license and good driving history
- 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)

### **Special Olympics Florida**

1915 Don Wickham Drive, Clermont, FL 34711

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