



## **JOB DESCRIPTION**

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

**Purpose:** The Area Program Director has the vital role of developing and maintaining strong relationships within their Area to ensure the values of respect, tolerance and acceptance are understood and displayed throughout the activities of the Area by all athletes, coaches, family members and volunteers. Responsible for the overall success of Area Games through overseeing the coordination and administration of all aspects throughout the area including organizing, planning, and implementing Area Games.

### **Qualifications:**

- Ability to relate to volunteer personnel
- Special Olympics experience desired, but not required
- 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 Training Director, Area Games Director, Field Service Director, etc.)
- Cannot hold same role in multiple Areas

### **Responsibilities:**

- Area Program Director is responsible for providing strategic leadership and overall managerial and administrative responsibility for the Area Program in accordance with the standards, policies and procedures
- Facilitate communication throughout the Area and with Special Olympics Florida and ensure athletes a minimum of two (2) games, not to exceed (3), per Area Competition
- Meet with County Directors within the Area and develop the Area Competition and Coaches Training calendar
- Develop and manage area program budget; approved by County Directors and submitted to state office
- Submit the area grant with approval by the County Directors
- Ensure an Area Grant Request Form is submitted to state office for each area competition. APD must review a copy of receipts and grant request before it will be processed.
- Remind and facilitate County Sanction Forms being sent to SOFL
- Ensure county competition counts are submitted to SOFL and Area Games Director for each sport season
- Send Area Sanction Forms to SOFL
- Meet four times per year with counties within the area and ensure at least 1 area meeting reflects discussions on logistics, budget, fees and on site logistics for upcoming area games
- Facilitate Area competition communications for logistics, entries, deadlines, etc.



- Attend all Area Games and the majority of Area meets and tournaments
- Verify and send Area Participation Count by county, sport, and event to SOFL
- Work with Games Director to verify and send records of all first place winners from Area Competition to Sports and Training
- Facilitate communication between the Area and State on competition matters
- Assist SOFL with State level competitions if no conflict occurs with county or find viable volunteers to assist with SOFL State competitions
- Other duties as assigned

**Special Requirements:**

- (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

**Evaluation:**

- Area duties as needed, depending on the size and scope of the Area
- Weekly email update to Sports Coordinator
- Quarterly Skype/in office evaluation
- Attend Area meetings
- Budget and grant request on time
- Reimbursements returned in a timely manner
- Ensure games results sent to county programs

**Status** : Stipend Position

**Stipend** : \$750 per quarter

**Submit Resume To** : [meghanmclean@sofl.org](mailto:meghanmclean@sofl.org) with subject line “Area Program Director”