



SPECIAL OLYMPICS WISCONSIN

POSITION DESCRIPTION

TITLE

Director of Training

DESCRIPTION

Supervise coordination and implementation of all components of sports training for Special Olympics Wisconsin (SOWI). Initiate, improve and expand sports training opportunities for citizens with intellectual disabilities in the State of Wisconsin as well as training and educational opportunities for coaches, officials, event management committees and other volunteers. Support the Vice President of Program Services with the coordination of 5 State Competitions. This position is exempt.

QUALIFICATIONS

- Bachelor's Degree in education, recreation, physical education, sports management or proven experience in recruiting and training volunteers is required.
- Coaching education/experience and sports management experience are preferred.
- Excellent organizational, administrative and communication skills are required.
- Special events planning experience preferred.
- A background in Special Olympics via previous volunteer experience and/or professional employment is preferred.
- This individual must be able to meet deadlines, manage multiple projects, and work independently.
- Experience with Windows and Microsoft Office software.
- Valid Wisconsin driver's license required.
- Statewide travel and evening and weekend work is required.
- This position requires heavy lifting (over 50 pounds).

RESPONSIBILITIES

- Abide by SOWI Guiding Values.

Training

- Develop, coordinate, promote and supervise implementation of a year-round sports training program based on SOI General Rules, Uniform Standards, and SOWI guidelines and standards including coaches' Training Schools, Official's training, sports camps, clinics, training days, coaching summits, etc.
- Strategically plan for and coordinate the statewide calendar of training events.
- Coordinate and manage SOWI State Certified Clinicians.
- Develop and maintain sports training education materials including NGB rules for each sport offered by SOWI.
- Develop and coordinate the preparation of the annual budget for Training and assist with preparation of the Sports Department budget.
- Manage the General Orientation requirement process and coaches certification program.
- Act as resource on education and training for SOWI Regions, Agencies and volunteers.
- Establish liaisons with Wisconsin (and/or national) sports and professional organizations in order to benefit personal and organizational growth.

Mutual Respect, Positive Attitude, Accountability, Teamwork and Dedication—Values SOWI lives by to create an environment of integrity where winning is more than coming in first.

- Maintain SOWI's training records, including training school information and coach's certifications.

Competition

- Coordinate and manage all aspects of the production of the annual Competition Guide.
- Manage Delegate registrations for all SOWI State Games and tournaments.
- Coordinate housing and meal assignments for Agencies attending SOWI State Games and tournaments.
- Act as SOWI liaison with Games Management and Sports Management Teams. Maintain up-to-date contact information for both. Order GMT recognition items.
- Coordinate, update and maintain SOWI games and tournament equipment. Coordinate packing of supplies and equipment for State competitions. Schedule volunteers for loading and unloading trucks for State competitions.
- Order and distribute State and Regional athlete awards.
- Assist with the development, orientation, and coordination of Sports Management Teams.
- Assist with the selection, training and management of SOWI National and World Games delegations.
- Coordinate SOWI demonstrations, exhibitions, special events, appearances, etc. and speak on behalf of SOWI as needed.
- Perform other duties as assigned by Vice President of Program Services.

SUPERVISION RECEIVED

The Director of Training will work directly under supervision of the Vice President of Program Services.

MISSION

The mission of Special Olympics Wisconsin is to provide year-round sports training and athletic 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, skills and friendship with their families, other Special Olympics athletes and the community.

Director of Training

Date

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