



POSITION TITLE: Training and Games Logistics Manager
DEPARTMENT: Sports & Programs
LOCATION: Madison
REPORTING TO: Senior Director of Sports
FLSA CLASSIFICATION (EXEMPT OR NON-EXEMPT): Exempt
CLASSIFICATION: Full-Time
LAST UPDATED: February 2024

POSITION SUMMARY

The **Training and Games Logistics Manager** is part of a dedicated team of professionals who, utilizing SOWI's Guiding Values, work together to support Special Olympics Wisconsin's (SOWI) vision and mission to open hearts and minds towards people with intellectual disabilities and create inclusive communities across Wisconsin by providing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in a sharing of gifts, skills, and friendships with their families, other athletes, and the community.

The **Training and Games Logistics Manager** is responsible for coordination and implementation of all components of sports training and State Games logistics for Special Olympics Wisconsin (SOWI). The position will initiate, improve and expand training and educational opportunities for coaches, officials, event management committees, and other volunteers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Execute Special Olympics Wisconsin's Strategic Plan.
- Develop and execute annual work plan.
- Coordinate, promote and supervise implementation of a year-round sports training program based on Special Olympics Inc. general rules, uniform standards, and SOWI guidelines and standards including coaches' training schools, official's training, sports camps, clinics, training days, coaching summits, etc.
- Create training curriculum, events, and online resources to meet current coach and volunteer needs.
- Participate with Senior Director of Field Services in creation and coordination of statewide coach recruiting plan.
- Manage the Coaches' Certification Program.
- Maintain SOWI Training records, including training school information and coaches' certifications.
- Advise Athletic Directors and Unified Champion School (UCS) staff on regional training needs and resources.
- Establish and coordinate recognition program to support coach retention.
- Maintain, manage, and organize sports equipment, including packing and loading for State Games.
- Coordinate and plan housing, meals, and registrations for State Games.
- Create and organize State Games tournament reports, binders, and materials.
- Run State Games Tournament Central, including check-in, participant scratches, Tournament Central phone line, and general questions and information.
- Collaborate with the Vice President of Sports & Programs, the Senior Director of Sports, and Athletic Directors in creation and coordination of the statewide sports plan including State Games planning, traditional sports and unified sports for Special Olympics Wisconsin.
- Create annual Training budget and assist with the creation of State Games and Sports and Programs budget.
- Review and approve monthly budget statements.
- Approve, code, and forward all invoices to the State office for payment.
- Attend meetings, public speaking events, workshops, seminars, clinics, conferences and program events and serve on committees and task forces as needed.
- Support Special Olympics Incorporated and Special Olympics Wisconsin fundraising projects, as directed.

This job description describes the general nature and scope of the responsibilities for this position. Please note other duties and responsibilities may be assigned or removed at any time.

EDUCATION AND/OR EXPERIENCE

- Bachelor’s degree in Sports Management, Event Management, or similar field of study; or a minimum of three (3) years of related work experience.
- Experience in coaching and/or coaches education preferred.
- Strong knowledge of sports rules, regulations and effective sports competition management.
- Experience with volunteer management and volunteer software platforms.
- Demonstrated ability to work independently and in a team environment.
- Experience with developing and managing a budget.

KNOWLEDGE, SKILLS, AND ABILITIES

- Passion for the Special Olympics vision, mission and values for individuals with intellectual disabilities.
- Demonstrated commitment to valuing diversity & equity and contributing to an inclusive culture.
- Strong oral, written and interpersonal communication skills.
- Meticulous attention to detail with the ability to manage multiple projects at one time.
- Analytical thinker with strong conceptual and problem-solving skills.
- Proficiency with MS Office including Microsoft Word, Excel, and other software such as MS Teams.

WORK ENVIRONMENT AND JOB SPECIFICATIONS

The work environment and job specifications listed below are representative of those that must be met by an employee, with or without accommodations, to successfully perform the essential functions of this job.

- Hybrid work environment – office/remote work environment.
- Frequently move around and access or use computers, office equipment, telephone, and any other pertinent supplies, space or equipment used to perform the duties of the position.
- Work with frequent interruption.
- Sit for extended periods of time.
- Lift and/or move up to fifty (50) pounds.
- Occasionally work weekends, evenings, and overnights.
- Travel frequently statewide for events, meetings, etc.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the position.

Signature _____ Date _____