



Special Olympics Florida

SPECIAL OLYMPICS SEMINOLE COUNTY

Position Opening Announcement

JOB TITLE: County Coordinator, Special Olympics, Seminole County

PURPOSE: Provide leadership and management of volunteer staff and committees and administrative oversight of the Special Olympics Seminole County program to support the goal of increasing the number of athletes, coaches and family members participating in the year round sports training and competition programs of Special Olympics County Program.

Duties include, but are not limited to (candidates should be able to demonstrate ability/experience):

Management and Supervision

- Recruit or retain, train, delegate, coach, and empower each chairperson for the county management team to enable their committee to reach its full potential and achieve the financial and programmatic goals of Special Olympic Seminole County (SOSC)
- As a team evaluate semi-annually the progress of each committee

Administraion

- Develop a two year plan in including goals and objectives to increase the number of athletes, coaches, volunteers and families. Submit a written year end review to Special Olympics Florida.
- procedures, and rules of Special Olympics International (SOI), under the direct supervision of Special Olympics Florida as well as policies and procedures of all other government and non-government affiliations (facilities, transportation, etc.) within Seminole county.

Recruitment/Program Development

- Oversee development of combined school and community-based recruitment plan to significantly increase athlete, family and coach participation using community partnerships and recruitment strategies in all geographic sections of the county.

Sports Training and Competition

- Ensure there are adequate training and competition opportunities in a variety of sports conducted in a safe environment for children and adults with varying skill levels. A growth plan should include league play, Unified Sports®, Motor Activities Training Programs. and Young Athletes.
- Ensure adequate training for coaches and event managers

Fundraising

- Ensure there is a diverse fundraising plan of action that provides options to secure money from many sources to meet the goals and objectives of SOSC

Financial

- Ensure the budget is developed in tandem with the County Management Team based upon the program goals and income and revenues are monitored closely.

Marketing and Communication

- Serve as spokesperson and train others to serve as spokespersons for the Special Olympics County Program
- Ensure the communities and various customers of Special Olympics within Seminole County are aware of the program thru print and electronic media, internal and external communications via multiple spokespersons.

Candidate must demonstrate

- Experience in event and volunteer management and the ability to utilize sound management skills in bringing everyone to full potential.
- Proven fundraising experience.
- Proven financial management abilities.
- Ability to develop and implement management by objectives and measure progress
- Excellent oral and written and communication skills
- Proven problem solving skills thru analysis and evaluation
- Ability to network and develop business and community relationships
- Proficiency in data base programs, Excel, Word, email and Internet use.
- Exceptional leadership, team-oriented and interpersonal/people management skills
- Conscientious and strict adherence to courtesy and diplomacy

Candidate must have

- Five or more years in various management responsibilities.
- Non-profit experience either as a professional or volunteer position.
- Valid Florida driver's license.
- Successfully completed a background check.
- Has Auto Insurance

Special Requirements

- Ability to travel and complete weekend and evening duties and assignments as necessary.
- Lifting of boxes or equipment of up to 30 pounds

Preferences

- Bachelors Degree
- Special Olympics experience

Salary and Hours

20 hours per week annually \$12,500

Send cover letter, resume and two non family references to:
Special Olympics Florida, Inc. by July 19, 2008
Attention Special Olympics Seminole County Position Opening
1105 Citrus Tower Blvd
Clermont, Florida 34711
Or
Email: NancySawyer@sofl.org; Fax: 352-243-9568