



Director-Region Job Description

Purpose: To direct and monitor all aspects of Special Olympics program within a designated geographic region of Virginia. The Region Director position serves as the principal liaison between the state office and local programs to ensure activities are formulated and implemented according to Special Olympics Virginia policies and procedures.

Duties and Responsibilities:

- Supports area and local councils with emphasis on program development.
- Grows inclusive sports and education initiatives within the region's school systems.
- Serves as the staff liaison and communication link between the state, area and local programs.
- Supports, monitors and evaluates progress toward milestones in state strategic plan.
- Serves as liaison for schools, group homes, training centers, organizations and businesses within the region.
- Meets regularly with area and local personnel with emphasis on region meetings, council meetings, coaches meetings, games/venue management team meetings and others as appropriate.
- Assists area and local programs in planning sport specific training and competition calendars (emphasis on compliance with state policies and procedures, coordination of competition opportunities, Unified Sports and league development).
- Supports area and local games management teams
- Organizes and facilitates region competitions.
- Plans and executes coaches training program.

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- Assists areas and locals in the recruitment and training of volunteers.
- Assists areas and locals with fundraising.
- Assists areas in achieving accreditation status and monitors progress.
- Assists areas with state games registrations.
- Monitors area/local reports (RTPs, financial reports, etc.).
- Prepares and manages region budget.
- Analyzes program and makes recommendations.
- May manage region office and supervise support staff.
- Works with other staff as necessary.
- Performs other duties as assigned.
- **This position is exempt.**

SUPERVISOR: Vice President, Local Program Services

Revised 6/17/15

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