



## NATIONAL SPORTS DIRECTOR JOB DESCRIPTION

### Qualifications

- University degree in Physical Education and Sports
- At least 3 years SO experience as a coach, volunteer or sports administrator
- At least one Western language (English, French or German) strongly recommended
- Readiness to travel frequently

### Duties and expectations

1. Supervising Sports Unit (Department) of Special Olympics Program
2. Develop SO National Sports Plan, oversee Sub-Program`s Sports Plans and their implementation
  - ▶ a/ Long-range National and International Calendar of Competitions
  - ▶ b/ Annual National Competitions Plan
  - ▶ c/ Annual Training Seminars Plan for coaches, volunteers and officials
  - ▶ d/ Annual Sports Camps Plan
3. Develop sports training and competitions as well as MATP in SO Sub-programs
4. Oversee of the Special Olympics Program athletes medical care policy
5. Evaluation of the sports activities on national and sub-Program level
6. Develop National Games and Single-Sport Tournaments Rules and Regulations as well as oversee the Sub-Program`s Games Rules
7. Develop agenda and presenters for the National and Regional Training Seminars
8. Maintaining good communication with SOEE and SOI office in all sports related activities
9. Providing technical support for National Team participating in all international events
10. Providing International Games Selection Committee with all important documentation in order to select National team according to the SOI Sports Rules
11. Develop (together with National Director) budget and finance reporting of the Training Seminars, Sports Camps and other sports oriented events
12. Maintaining and creating good communication and collaboration with NGB (National Sports Federations) in sports offered by SO Program
13. Oversee production of sports oriented educational materials like Coaches Manuals, video tapes; translating, printing and distributing sports rules
14. Collaboration in printing SO Program Newsletter
15. Evaluation as frequently as possible the Sub-regional games and competitions
16. Supervising SO Program Sports staff (additional 1-2 part time or volunteer positions)

**National Sports Director has full time position, work time is not limited ( it means that he/she should not require extra salary for working in free days).**