



## NATIONAL SPORTS DIRECTOR JOB DESCRIPTION

### Qualifications

- University degree in Physical Education and Sports or Sports Management or any other similar qualification
- At least 3 years SO experience as a coach, volunteer or sports administrator
- 3 years minimum management experience
- English language is strongly recommended
- Readiness to travel frequently

### Duties and expectations

1. Supervising Sports Unit (Department) of Special Olympics Program
2. Develop SO Nat'l 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 to select National Delegation, according to the SOI Sports Rules
11. Develop (together with National Director) budget and finance reporting of the training seminars, sports camps and other sport-oriented events
12. Maintaining and creating good communication and collaboration with NGB (National Governing Body = National Sports Federations) in sports offered by SO Program
13. Oversee production of sports oriented educational materials like coach manuals, translating, sharing sports rules.
14. In collaboration with communication department develop SO Program Newsletters
15. Evaluation as frequently as possible the Sub-regional games and competitions
16. Supervising SO Program Sports staff
17. Selecting, training and managing National Sport Advisors / TD and deploying by SO events.