



Region Director Job Description Posting

Background: Special Olympics Virginia is a grassroots sports organization that services individuals with intellectual disabilities. The state is divided into 32 local programs governed by a volunteer council that offers sports training, competition and social events for the athletes and families in the program.

Purpose: The Region Director provides leadership, management, and strategic oversight of local program activities within a designated geographic region of Virginia. The Region Director is responsible for program development, competition management, and volunteer education ensuring sustainable opportunities for athletes with intellectual disabilities.

The North Region Director is based in the Fairfax office. The North Central Region Director can work from the Fairfax office, the Richmond office or a home office.

Duties and Responsibilities:

Program Leadership & Management

- Serve as the staff liaison and communication link between the state, area and local programs.
- Oversee the implementation of SOVA programs and services within the region including athlete recruitment and placement, volunteer training, and competition management.
- Develop and execute an annual region plan that aligns with SOVA's strategic plan and statewide program goals.
- Collaborate with Area programs to develop an annual plan that aligns with SOVA's strategic plan and statewide program goals.
- Support and train local program leaders, coaches and one-day volunteers to ensure program excellence and sustainability.
- Serve as the primary liaison to families and community partners within the region.
- Monitor program performance, data reporting, and compliance with SOVA standards.

Athlete & Volunteer Development

- Expand opportunities for athletes across all ages and ability levels.
- Recruit, train and retain a diverse base of volunteers and coaches.
- Promote leadership development opportunities for athletes including Athlete Leadership initiatives.

Competition & Event Management

- Plan, organize and oversee region competitions, seasonal coaches' meetings, and related events.
- Ensure all competitions meet SOVA's quality standards for safety, competition integrity, and athlete experience.
- Collaborate with SOVA competition staff to support state-level competitions as needed.

Administration & Compliance

- Manage region budgets, resources and reporting in alignment with SOVA policies.
- Ensure compliance with all health, safety, and risk management protocols.
- Track and submit program metrics, participation data, and impact stories.

Qualifications:

- Bachelor's degree in recreation, nonprofit management, sports administration, volunteer management or related field (or equivalent experience).
- Minimum three years of experience in program management, sports management or nonprofit leadership.
- Sports background as an athlete, coach, official or competition director.
- Demonstrated ability to manage volunteers and build partnerships.
- Strong organizational, communication, and problem-solving skills.
- Ability to work evenings and weekends as required for competitions and events.
- Commitment to the mission and values of Special Olympics Virginia.

Physical Requirements:

- Ability to travel regularly within the region and statewide.
- Active participation in organizing and leading sports and community events.

Performs other duties as assigned.

This position is exempt.

Supervisor: Assistant Vice President Local Programs

5/5/26

To apply for the North or North Central Region Director position, please send a cover letter and resume to Lisa Garnett, Human Resources Director, at lgarnett@specialolympicsva.org by Tuesday, May 26th.