

SPORT DIRECTOR

JOB DESCRIPTION

Updated April 21, 2021

- Responsible for the overall running of Sioux Falls Fireworks Sports within the guidelines set by the SOSD Competition Guide and Sioux Falls Fireworks Committee
- You are the #1 representative for Sioux Falls Fireworks Sports so remain positive, respectful and ensure our mission is met
 - Effectively handle high pressure situations that may arise and communicate these situations to the Fireworks Committee.
- Responsibilities include:
 - Read and follow the Volunteer Code of Conduct
 - Must attend Sioux Falls Fireworks Committee Meetings (a non-voting member)
 - Will prepare written reports at the end of each sport season and will report it orally at the next Sioux Falls Fireworks meeting
 - Ensure all changes that have been decided upon during the Sioux Falls Fireworks Committee meetings will be communicated to all Sport Coordinators, Coaches, Volunteers & Athletes
 - Keep the master file of registered athletes for each sporting season and disburse lists or rosters to the volunteers that need the information
 - Provide the information for handouts that are given to volunteers & athletes
 - Keep all information updated concerning Athletic Committee in the Sioux Falls Fireworks Activity Guidelines
 - Assign responsible volunteers as Sport Coordinators, Coaches and Volunteers
 - Responsible for Sioux Falls Fireworks cell phone
 - Check messages least 3 times a week and every day during sign up times/sporting events
 - Distribute messages on the same day to the appropriate party and return all call within 48 hours
 - Coordinate Sign-ups prior to each Sport Season
 - Work with Sport Coordinators/Coaches to agree on practices times and assigning athletes to coaches/teams
- Will be Sioux Falls Fireworks' Point of Contact (POC) with the following
 - Sioux Falls School District to reserve space for sign-up, practices, securing buses, and other events as needed
 - YMCA or other local pools for Summer Games swimming
 - Bowling Alley for Traditional & Unified Bowling
- Coordinate Coaches training with SOSD and document each coaches training
- Supervise Sports Coordinators and communicate issues/concerns to appropriate parties
 - Ensure Sport Coordinators/Coaches are aware of the Code of Conducts for volunteers and they go over the Athlete Code of Conduct with the athletes several times throughout the sport season
 - Any unusual incidents or violations to Code of Conduct shall be dealt with immediately

- Persons involved will be asked to send written account (email) within 24 hrs
- Report to Sioux Falls Fireworks Chair/Committee
- Ensure Sport Coordinators know the deadline dates and have the information and/or necessary forms to complete for Area/State Registrations
- Ensure our area/state registrations are delivered to SOSD prior to or at the deadline
- When Sioux Falls Fireworks is traveling to a tournament (Area or State) leave with the last bus and come back with the first bus
 - This is to ensure everyone is accounted for and to call parents/staff/guardians when/if needed when buses arrive home (This can be assigned to Sport Coordinator if necessary)
- Secure lodging accommodations for out-of-town overnight events
 - Primary contact with hotel regarding Sioux Falls Fireworks
 - Assign Athletes, coaches/chaperones and other staff to hotel rooms
 - Give listing of athletes & chaperone assignments to Logistics Volunteer, Sports Coordinator and Treasurer
 - Work with hotel on unused rooms we may have reserved so Sioux Falls Fireworks is not charged for these rooms
 - Primary contact for individuals requesting to stay at the same hotel as Sioux Falls Fireworks
 - Maintain a list of additional individuals requesting to stay with Sioux Falls Fireworks and provide communication with them on the status of their request
- While at hotels keep all athletes and volunteers on task so we stay on schedule
- Compile and distribute evaluation/feedback sheets for athletes/parents/coaches to give opportunity for suggestions and address concerns and issues
 - Do at least annually and ask for feedback on different subjects
 - Forward copies to Sioux Falls Fireworks Chair & Committee
- Sioux Falls Fireworks will provide Sioux Falls Fireworks Volunteers with transportation, meals, lodging and registration fees at Area and State events.
- Hold one key to the storage facility

REQUIREMENTS

- Minimum of High School diploma or “GED” equivalent
- Experienced computer skills - database, spreadsheets, and word processing (Preferably Microsoft Office Professional)
- Skilled in dealing with a variety of people and situations
- Knowledge and understanding of Special Olympics
- Must be available to travel to all events
- Must be available to help coach and chaperone
- Must be able to work in a variety of climates; and lift, carry and transport equipment
- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD