



Job Posting  
Director of Field Service

**GENERAL STATEMENT OF DUTIES:**

The Field Service Director is responsible for a fiscally sound, viable area program statewide. This position will provide oversight and leadership to regional and area programs and staff. Responsible for the area/regional budget process, accreditation, athlete leadership programs, and area resources and support.

**EXAMPLES OF DUTIES:**

- Guides oversight and management of key area management areas: area growth & sustainability, regional model development, Area training, online area support, and resource page, athlete leadership and training, area procedures and practices.
- Directs the area accreditation process, census reporting, area/regional budget planning, and monitoring monthly expenses.
- Responsible for resource management for area programs through recruitment, orientation, shared resources, and best practices.
- Supports area programs through training and resource development for management team development and conflict management as needed.
- Leads the strategic planning and organization of regions and regional support.
- Assists areas with communication tools for area events, update social media pages, websites, and fact sheets.
- Oversees discipline of athletes with legal and behavior records.
- Supervises Field Service staff and management of contracted regional managers.
- Approval of area expense.
- Directs the appointments and the training of area directors.
- Facilitates regional meetings and may assist in the planning of the annual State Conference.
- Responsible for the development of Parent/Family resources and programs at events.
- Assist at Region, Area, and State events as needed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree.
- Three (3) years of experience of a qualifying nature in program development or organizational, communication and management skills.
- Knowledge of sports and volunteer management and athletic competition.
- Ability to travel evenings and weekends.
- Ability to meet deadlines.
- Volunteer management experience dealing with a diverse group of individuals and conflict management skills.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image and ability to promote a positive culture with staff and volunteers.
- Ability to perform the essential functions and requirements of the job.

**DESIRED QUALIFICATIONS:**

- Master's degree preferred.
- Experience and working knowledge of Special Olympics.
- Knowledge of computers, specifically MS Word software.

**REPORTING RELATIONSHIP:**

- Functions under the general supervision of the Senior Director of Program Leadership.
- Supervise Region Field Service staff.

Please send cover letter and resume to: [dan.ekonen@somi.org](mailto:dan.ekonen@somi.org)

**NON-DISCRIMINATION POLICY**

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We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.