



<b>Position Opening:</b>	<b>Director of Health and Fitness</b>
<b>Department:</b>	Outreach
<b>Reports to:</b>	VP Outreach
<b>Exempt/Non-Exempt:</b>	Exempt
<b>Full/Part-Time</b>	Full-time
<b>Work Location</b>	Great Falls
<b>Effective Date:</b>	October 3, 2022

### **MISSION**

The mission of Special Olympics is to provide year-round training and athletic competition in a variety of Olympic-type sports to children and adults with intellectual disabilities who develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

### **POSITION SUMMARY**

The Director of Health and Fitness will be the leader of health programing and fitness opportunities at Special Olympics Montana. Responsibilities include strategic planning; Healthy Athlete event oversight; grant management; stewardship of resources and supplies; and leadership of health initiatives as established by Special Olympics International (SOI).

### **MAJOR RESPONSIBILITIES**

- Lead strategic development and annual planning of SOMT's health programing.
- Serve as grant manager for all health grants from SOI.
  - Monitor, analyze and evaluate data collection.
  - Ensure high level of accountability through accurate and timely reporting.
  - Participate in monthly webinars, calls, and trainings implemented by SOI.
- Lead all Healthy Athlete (HA) screenings.
  - Work with Sports and Outreach staff to set HA event dates.
  - Recruit, train, retain, and appreciate clinical directors and volunteers.
  - Schedule venues, travel, and logistics for HA events.
  - Oversee privacy pertaining to athlete screening information, HAS data and athlete medicals.
  - Oversee HA supplies and inventory.



- Responsible for department finances and budgeting.
- Develop and promote participation of on-line and statewide fitness opportunities for athletes.
- Supervise and support the Health Support Assistant with Fit 5 class management.
- Develop, manage, and engage statewide health partnerships.
  - Engage in relevant health community workshops, conferences, and committees as approved
- Develop and support athlete health messengers.
- Lead staff wellness by providing information and opportunities
- Work collaboratively with the Communications Director on publications, website content and social media.
- Identify, monitor, and respond to risk management.
- Steward organizational brand integrity.
- Promote of inter-departmental relationships.

### **SKILLS QUALIFICATIONS**

- Bachelor's degree preferred.
- 1-2 years of experience in a health-related position.
- Demonstrated self-starter that works independently while balancing competing priorities.
- Demonstrated excellence in written and spoken communication.
- Strong collaborative skills along with the ability to lead and successfully motivate others.
- Ability to maintain strong relationships.
- Intermediate to advanced technology skills and willingness to learn current programs. (Microsoft 365)
- Strong organization skills with the ability to plan and implement.
- Valid driver's license with ability to meet insurability requirements.
- Ability to lift a minimum of 50 pounds.
- Ability to travel 30% of the time by vehicle state-wide.



### **PERSONAL CHARACTERISTICS**

- Engaging personality that enjoys building meaningful relationships.
- Creative, energetic, and committed to excellence.
- Ability to work in a fast-paced, visionary environment.
- Effective problem-solver.
- Personality that demonstrates sensitivity, acceptance, and a positive approach to interaction with staff, volunteers, Special Olympics athletes, and the public.
- Effective conflict resolution skills.

### **COMPENSATION AND BENEFITS**

Salary: Based on experience and skills

Generous benefits include health, dental and vision insurance; 403b tax-deferred retirement plan matched by employer up to 4% of salary; paid holidays; leave time; flexible schedule; cell phone stipend; and a talented team of staff that promotes personal growth and job satisfaction.

### **Application Requirements and Deadline**

Applications accepted until position is filled.

Email a letter of application and resume to: [vdonisthorpe@somt.org](mailto:vdonisthorpe@somt.org)  
or mail to:

**Vickie Donisthorpe, COO**  
**Special Olympics Montana**  
**PO Box 3507**  
**Great Falls, MT 59403-3507**

*Special Olympics Montana (SOMT) values diverse perspectives and is committed to continually supporting, promoting, and building an inclusive and culturally diverse work force. SOMT is committed to the principle of equal employment opportunity, and it complies with all applicable laws which prohibit discrimination and harassment in the workplace. SOMT makes accommodations for any known disability that may interfere with an employee's ability to perform the duties of the job. Diversity, equity, and inclusion are at the heart of SOMT's mission and daily work.*