



Assistant Director – Health and Wellness

Special Olympics Illinois

Contact Name: Katie Grisham

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Contact Phone: 331-465-9842

Closing Date:

Salary: Salary commensurate with experience. Excellent benefit package.

Description:

The Assistant Director – Health and Wellness is responsible for providing year-round programming aimed to improve the overall physical condition and lifespan of athletes, coaches, families and community members.

Primary Responsibilities

- Reports to Director Coach & Health Services
- Assists to manage the Special Olympics Illinois Healthy Athletes program
- Recruit new Clinical Directors for Healthy Athletes disciplines and implementation
- Create and manage the Healthy Athletes referral network
- Drive program development for health and wellness initiatives
- Monitor grants, including preparations of post-event reports and assist with tracking all medical data collected through health programs
- Support State-level events as the lead health staff through pre-event preparation, correspondence with key volunteers, event planning and post event follow up including data collection and follow up care
- Procure and disseminate equipment, resource materials and supplies needed for each event
- Manage logistics such as food/beverage, audio-visual and invitations/collateral for trainings and meetings
- Promote events and relevant news and information on the SOILL Health & Fitness Facebook page, website and newsletters.

Qualifications/Skills and Knowledge Requirements:

Bachelor's degree in Public Health or other relevant discipline (i.e. adaptive physical education, healthcare administration, sports management).

Demonstrated experience in planning and executing events for large groups

Experience in program development and management; ideally with a focus on improving health outcomes

Ability to work independently

Computer skills including proficiency with Microsoft Office products

High energy and passion for Special Olympics mission

Strong organizational and time management skills with exceptional attention to detail

Customer focus

Excellent communication and presentation skills; written, oral and receptive

Essential Functions:

Monday through Friday with frequent evenings and weekends as position demands

Independent in-state travel required, including some overnight and weekend travel

Physical mobility required: must be able to climb stairs, assist in set-up and breakdown at events, stand or sit for long periods of time, and load and unload vehicles

Medium work required, which involves lifting no more than 50 pounds at a time with frequent lifting or carrying of objects weighing up to 25 pounds; includes sedentary and light work

Close visual acuity required to perform activities such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; operating motor vehicles

First Aid/CPR Training and Certification required; must be able and willing to effectively administer First Aid/CPR on-site during events

Valid driver's license and proof of insurance required

Position may be eligible to work remotely within Illinois or based out of a Special Olympics Illinois Regional Office.

Send resume and cover letter to Katie Grisham at kgrisham@soill.org

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