



## Field Service Coordinator-Southwest Michigan

### The Opportunity:

As Coordinator of Field Service in Southwest Michigan, you'll play an integral part in fulfilling a key mission of the Special Olympics of Michigan (SOMI), helping uniquely talented athletes achieve physical fitness, improved overall wellbeing and the joy of participating in sports competitions.

You will work with an amazingly talented, dedicated group of colleagues and community members to implement the development and oversight of local area Special Olympics Michigan programs in West Michigan. You will have a chance to inspire others to become involved and you will directly impact the wellbeing of local SOMI programs and participants by managing and implementing strategies necessary to support local area programs. You will also provide administrative support to the Regional Office and Regional Managers for local Area Programs.

\*Our team members and their leaders help SOMI athletes achieve their dreams and reveal their inner champion! Come be part of the amazing work we do for our SOMI athletes, their families, and our communities.

### What You'll Do:

- Supervise contracted Regional Managers (SW, West, Capitol) and regularly communicates expectations and updates to be shared with area programs.
- Manages AmeriCorps members dedicated to Athlete Leadership in the region.
- Assist with area budgets by compiling and developing budgets with area directors within the region.
- Approves monthly financial reports and credit cards from area programs within the region.
- Responsible for the annual accreditation process, census reporting, and monitoring monthly financials within the territory.
- Recruits and recommends volunteer Area Directors for appointments.
- Trains and supports volunteer area directors and management team members in the areas.
- Assists with SO College Clubs in the region and the roster/registration of those programs.
- Supports area programs with registration procedures, Games Management System (GMS) and Volunteer Management System (VMS) training, and registration for state events.
- Facilitates athlete leadership programs within the region throughout the year and assists in athlete leader speaking engagements.
- Facilitates regular regional manager meetings.
- May assist in the planning of annual State Conferences.
- Assists areas with communication tools for area events, update social media pages, websites, and fact sheets for areas.
- Assist with State, Region and Area events as needed.
- Other duties as assigned.

### What You'll Bring:

- A dedication to helping others find their inner champion!
- A commitment to serving the community.

- A bachelor's degree in recreation, sports management/administration, non-profit administration, or other human or social service field with least three years' experience of a qualifying nature
- Positive interpersonal skills and the ability to communicate effectively.
- The ability to perform the essential functions and requirements of the job with or without accommodation.
- Ability to travel evenings and weekends.
- Computer knowledge in MS applications
- Working knowledge of administrative and organizational skills.
- Knowledge and experience working with persons with intellectual and physical disabilities helpful.

If you are interested in this opportunity, please send cover letter and resume to [somi@somi.org](mailto:somi@somi.org)

*NON-DISCRIMINATION POLICY*

*Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.*

*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.*