

JOB DESCRIPTION

Special Olympics Michigan

DATE: August 2021
JOB TITLE: Coordinator of Sports & Training/SE Programs
DEPARTMENT: Program
EXEMPT STATUS: Exempt

GENERAL STATEMENT OF DUTIES:

The Coordinator is responsible for implementing year round quality sports training and competition programs in the Southeast Region. Additional responsibility will include the implementation of the Health and Wellness Programs and Unified Sport opportunities within the region.

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

- Monitors sports policy compliance in regard to planning, implementation and managing of all aspects for competition events.
- Corresponds with Area Directors, and coaches in regard to information and opportunities for competition and training.
- Creates region competition and training calendar and newsletters.
- Serve as Tournament Director for SE district basketball.
- Assist at State and USA Games as required.
- Responsible for annual budget for SE region sports events.
- Responsible for sports equipment and seeks in-kind donation of facilities, meals, etc.
- Responsible for coaches training schools and resources within the Southeast region and assists with statewide coaches' weekend as required.
- Responsible to assist in the implementation of Unified opportunities and wellness programs at the region level as needed.
- Serve as the E-sports coordinator for the State, establishing, implementing, and evaluating the program
- Ensures medical standards are being followed at all region events.
- Other duties as assigned by supervisor.

MINIMUM QUALIFICATIONS:

- Bachelor's degree preferred in Physical Education, Recreation, or Sports Management/Administration.
- Two years' experience of a qualifying nature with a sports background developed through coaching and/or administration of competition (i.e., league, intramural) in a sports program.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image and ability to work with volunteers and delegate duties.
- Promote a positive culture within committees and staff.

- Ability to perform the essential functions and requirements of the job.
- Ability to travel evenings and weekends.
- Computer knowledge in MS applications
- Ability to driver a trailer

ADDITIONAL/DESIRED QUALIFICATIONS:

- Prior involvement with a Special Olympics program.
- Working knowledge of administrative and organizational skills.
- Knowledge and experience working with persons with intellectual disabilities helpful.
- Ability to relate to volunteer groups.

REPORTING RELATIONSHIP:

- Works under the supervision of the Senior Director of Sports and Wellness.
- Office location is southeast satellite office, currently in Detroit and remote.
- Supervise Southeast Program Assistant and Interns.