# JOB DESCRIPTION

**Special Olympics Michigan**

**DATE:**  August 2022

**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 regarding planning, implementation, and managing of all aspects for competition events.
* Corresponds with Area Directors, and coaches regarding 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 State and Southeast region. Assists with statewide coaches’ weekend annually.
* 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 direct supervision of Sr. Manager of Sports and Training.
* Office location is southeast satellite office, currently in Detroit and remote.
* Supervise Southeast Program Assistant and Interns.