



Job Posting
Athlete Registration/Engagement Coordinator

POSITION SUMMARY:

Recruiting and onboarding new athletes and teams is at the core of what we do at Special Olympics Michigan. Special Olympics Michigan is seeking an experienced database administrator with strong organization skills and proficiency in excel to serve as the Athlete Registration/Engagement Coordinator. This role will be working in collaboration with many departments across the organization to ensure that the process to become an athlete and to register for a sport is easy and successful for all involved.

POSITION RESPONSIBILITIES:

- Oversee the execution of season registration platform and database for all athletes.
- Lead in the creation of a digital team-management registration platform in collaboration with google docs and current athlete registration system- Games Management System (GMS)
- Collaborate with external stakeholders including coaches and athletes to refine, modify and/or improve season registration.
- Work across all departments to manage an annual "Athlete Intake" schedule with clear dates set for seasonal / sport specific registration, intake forms due, and competition dates.
- Work with Regional Managers, Field Service, Area Directors, and Unified Schools/Young Athletes departments to create new teams and place athletes on teams before the start of each season.
- Work with the Marketing, Young Athletes, Field Service, and Regional Manager Departments to create a consistent annual communication plan that outlines when and what will be communicated regarding seasonal registration opening and closing dates, seasonal rosters, informational meetings, etc.
- Facilitate weekly or bi-weekly meetings with all departments involved in athlete intake and registration.
- In collaboration with Regional Managers and Field Service, assist in making phone calls to athletes and coaches during the registration process to answer questions or receive additional feedback or information.
- Prepares team or local packets (wristbands, info books etc.) for area delegations for all state/regional level competitions.
- Performs all data entry for regional, state, national games, world games and tournaments. Coordinates registration process for all above events, including communication of registration problems/issues to Area Directors.
- Processing of corrections, area delegation reports, medical reports, heat sheets, wristbands, and sports reports to games committee members.
- Oversees entry of results for above events into GMS system, after events to generate reports for areas and medal counts.
- Prepares registration materials, coach's mailings, and handbooks, and creates call-in spreadsheets for billing for all events. Reviews information for accuracy and program guidelines. Provides spreadsheet to accounting department for billing process.

- Maintains and analyzes budgetary records for department as it relates to awards, supplies, forms and other items. Monitors and tracks event supply expenditures, inventory and submits budget figures for all region/state events. Verify what is in the budget for meal counts and awards.
- Responsible for Inventory control for award medals, ribbons, bibs, wristbands, and event office supplies.
- Serves as liaison for outside contacts, such as Games Committee, medical volunteers, vendors, and others. Prepares meeting materials and mailings, takes minutes, and assist with program updates.
- Creates reports from in GMS for areas, staff, or local, regional & state events. There are not many built in reports. Assist with creating heat sheets and helping areas load settings.
- Ongoing cleanup of GMS for duplicate people, updating athlete information, name, DOB, address, medical codes, certifications etc.
- Scanning of athlete physicals forms into database storage system. GMS, perceptiv content, and google doc
- Establish new games for state, local and regional events.
- Assists Sports Department staff and Sr. Director of Sports & Wellness with clerical support.
- Act as assistant coordinator for the Nerve Center for Fall, Summer & Winter Games.
- Other duties as assigned

POSITION REQUIREMENTS:

- Demonstrate a commitment to the mission, vision, and values of Special Olympics Michigan
- Education and/or experience equivalent to a bachelor's degree
- Proficiency in excel and database management
- Excellent customer service skills
- Strong data management and technology skills
- Strong organization and administration skills
- Experience in creating and managing databases
- Strong interpersonal skills and ability to effectively lead meetings
- Support other departments contributing to team spirit and sharing of responsibilities
- Strong self-motivation and the ability to work independently
- Sense of humor
- Ability to travel independently throughout the state
- Ability to operate a computer for extended periods
- All other duties as assigned

REPORTING RELATIONSHIP:

- Functions under the general supervision of the Senior Director of Sport & Wellness

Please send cover letter and resume to heather.burke@somi.org.

NON-DISCRIMINATION POLICY

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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.