

## **JOB DESCRIPTION**

Special Olympics Michigan

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**DATE:** September 2022  
**JOB TITLE:** **Field Service Coordinator –SE**  
(Areas 13, 14, 15, 20, 23, 26, 29, 34)  
**PAY GRADE:** Salary  
**DEPARTMENT:** Program – Field Service  
**EXEMPT STATUS:** Exempt

### **GENERAL STATEMENT OF DUTIES:**

The Field Service Coordinator in SE is responsible for the development and oversight of area programs in a defined region of the state. The primary focus is to manage and implement strategies necessary to support the region and area programs in Southeast Michigan.

### **EXAMPLES OF DUTIES:**

- Responsible for servicing area programs and part-time contracted regional managers to ensure athlete and program growth and sustainability.
- Conducts training for regional managers and area programs to recruit and retain volunteers, coaches and athletes.
- Responsible for the accreditation process, census reporting for areas within the region.
- Oversees annual regional budget process.
- Develops resources for area management team onboarding and training and implements training for SE areas.
- Creates Area Management Team Building resources for all areas across the state.
- Develops resources, presentations and materials for athlete and volunteer recruitment through regions and area programs.
- Manages contracted regional managers and volunteer Area Directors through recruitment, orientation, shared resources and best practices.
- Responsible to guide the regional manager to recruit, train, and support volunteer area directors and management team members in the areas. Recommends volunteer area directors for appointments and terminations.
- Supports and conducts Athlete Leadership Training within the region and recommends and prepares athletes for Athlete Leadership Opportunities.
- Promote community program growth through regional managers and area programs (young athletes, health and fitness, Unified Sports, etc.)
- Assists with parent/family resources and involvement within the region.
- Responsible for content development for regional newsletters, websites and social media.
- Assist with State, Regional and area events as needed.
- Other duties as assigned.

**MINIMUM QUALIFICATIONS:**

- Bachelor's degree of a qualifying nature in event management.
- Ability to travel and work evenings and weekends.
- Volunteer management experience dealing with a diverse group of individuals.
- Conflict management skills.
- Demonstrated positive interpersonal skills.
- Ability to multi-task.
- Demonstrated ability to communicate effectively and project a positive image.
- Ability to perform the essential functions and requirements of the job.
- Knowledge of computers, internet and software programs including online meeting software, Microsoft Office Suite and E-mail.
- Ability to work in a team environment and be an independent self starter.

**DESIRED QUALIFICATIONS:**

- Working knowledge of Special Olympics.
- Training and volunteer management experience

**REPORTING RELATIONSHIP:**

- Functions under the general supervision of the Sr. Director of Program Leadership.
- Supervises part-time contracted regional managers for SE.
- May exercise general supervision over volunteers and interns.