

# JOB DESCRIPTION

## Special Olympics Michigan

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DATE: November 2019  
JOB TITLE: SE-Program Specialist  
TITLE SUPERSEDES:  
POSITION CODE: Salary  
PAY GRADE:  
PROGRESSION:  
DEPARTMENT: Program  
EXEMPT STATUS: Non-Exempt

### GENERAL STATEMENT OF DUTIES:

Assists SE program staff in providing the highest level of support for Special Olympics Michigan athletes. The position primarily involves clerical duties, however field and program support is also included. This level requires a degree of independence to respond to requests, troubleshoot, and resolve issues pertaining to assigned duties.

### EXAMPLES OF DUTIES:

- Assists with Games Management System (GMS), athlete entry, and event registration.
- Assists with VSYS program for volunteer and coach registration.
- Assists with registration compliance for volunteers, coaches, and athlete participants, and scanning of forms and filing.
- Assist areas with communication tools for area events, update social media pages, websites and fact sheets for areas.
- Assists with background checks as assigned by staff.
- Assists as first contact for volunteers, office visitors, phone calls, car maintenance. Handles routine inquiries and conducts problem solving for internal and external contacts.
- Schedules car maintenance and repairs; oversees purchase of office supplies and equipment; schedules office equipment repair and compiles equipment inventory and serves as building coordinator for cleaning, moving, office planning and repairs.
- Performs other duties as assigned.

### MINIMUM QUALIFICATIONS:

- Education equivalent to the completion of high school.
- At least two years of clerical experience of a qualifying nature or a combination of education and experience that equates to two years of qualifying work experience.
- Proficient in Microsoft Office Programs.
- Demonstrated organizational skills with strong attention to detail.
- Demonstrated ability to manage multiple projects and meet deadlines.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image.

### DESIRED QUALIFICATIONS:

- Knowledge of Special Olympics Michigan
- Familiarity with Games Management System and VSYS
- Associate's or Bachelor's Degree

**REPORTING RELATIONSHIPS:**

- Works under the general supervision of the Coordinator of Sports & Training staff - SE
- Assists the Field Service Coordinator staff-SE
- May provide supervision to students or interns