



## Sports & Training Coordinator

### POSITION SUMMARY:

Special Olympics Michigan (SOMI) is seeking a Full Time Sports & Training Coordinator in West Michigan. This position supports the mission of SOMI by helping develop, implement, and evaluate key programs and initiatives. This role manages program logistics, coordinates and engages volunteers, and ensures high quality service delivery across our community. The Sports & Training Coordinator collaborates closely with staff, volunteers, and partners to create meaningful experiences and strengthen community engagement.

### POSITION RESPONSIBILITIES:

#### Program Implementation

- Serving as Tournament Director for Regional and District level events
- Implement programs and initiatives to support the mission and objectives of SOMI in South-east Michigan region.
- Collaborate with key volunteers to identify program needs and training priorities.
- Coordinate program logistics, including scheduling, venue booking, and materials preparation.
- Ensures sports policy compliance and medical standards, monitors program activities and evaluates effectiveness through data collection and analysis.

#### Community Engagement and Outreach

- Represent the organization at community events, meetings, and forums.
- Cultivate relationships with local businesses, schools, and community organizations.
- Organize and facilitate outreach events, workshops, and information sessions.
- Respond to inquiries and requests for information from community members and partners.

#### Volunteer Management and Coordination

- Provide ongoing support, supervision, and recognition to volunteers.
- Maintain volunteer records and databases to track hours, activities, and accomplishments.
- Develop volunteer recruitment strategies and outreach campaigns

*This job posting does not list all duties of the job. Employees may be asked to perform other duties as needed. The Company reserves the right to revise this job description at any time. This job description is not a contract for employment and does not infringe upon the Company's at will employment status.*

#### Educational Requirements:

- Bachelor's degree preferred in Physical Education, Recreation, or Sports Management/Administration or a commensurate amount of experience combined with education.

#### Location:

- This position is in West Michigan (Grand Rapids)

#### Job Type:

- Full Time, Exempt