



Athlete Leadership Coordinator (Volunteer Position)

Overview

The purpose of the volunteer Athlete Leadership Coordinator position is to oversee and manage all components of the Athlete Leadership program within the Area. The Athlete Leadership Coordinator empowers Athlete Leaders by supporting their skill development and leadership role placement.

Supervisor: Area Director and Special Olympics Washington Initiatives Manager

Description: The Athlete Leadership Coordinator is the liaison between all Athlete Leaders within the Area, Area Athlete Leadership program volunteers, and the Initiatives Manager for Special Olympics Washington (SOWA) staff. The Athlete Leadership Coordinator is a member of the Area Leadership Team (ALT) where they advocate for the Athlete Leadership program and inclusion.

Principle Duties:

- Know the Athlete Leaders in the Area.
 - Track and maintain a database of Athlete Leaders using the Special Olympics Washington template
 - Hold initial meeting with new Athlete Leaders to gather data
- Empower Athlete Leaders by supporting their placement in meaningful and fitting leadership roles within Special Olympics Washington and their local communities.
- Host a minimum of 4 “Introduction to Leadership” trainings for all new volunteers and Athlete Leaders per year with support of Athlete Leaders.
- Respond to athlete requests within 48 hours; support their fulfillment when possible.
- Hold regular check-in meetings with Athlete Leaders to give updates and answer questions.
- Oversee, support, and regularly communicate with Area Athlete Leadership volunteers.
- Recommend and support Athlete Leaders to participate in SOWA Leadership Conferences.
- Attend regular Area Leadership Team meetings. Identify potential leadership roles, support athlete representatives, and represent the voice of inclusion.
- Attend monthly Athlete Leadership Coordinator check-ins with Initiatives Manager.

Recommended Qualities:

- Passionate about inclusion of people with disabilities.
- Can dedicate 5 hours per week communicating with and supporting athletes, volunteers, and SOWA staff.
- Proficient and comfortable using Microsoft Office programs, Google Drive, and Zoom.
- Must have access to a computer (ideally with camera) and reliable internet access.

Benefits:

Serving as the Athlete Leadership Liaison allows opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, making a tangible difference in the lives of individuals with intellectual disabilities.