



Administrative Coordinator (Volunteer Position)

Overview

The Administrative Coordinator is responsible for ensuring that all SOWA paperwork policies and procedure are adhered to so the athletes may train and compete, coaches can volunteer, and unified partners can participate. The Administrative Coordinator will also oversee all data input into SOWA's Games Management System (GMS).

Supervisor: Area Director and SOWA Admin Staff

Principle Duties:

- Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Know, understand and abide SOWA medical policies and medical deadline dates.
- Provide assistance to the Area staff as needed
- Data entry into SOWA's GMS
- Maintain all Area databases- athletes, unified partners, coaches, sports, practice times and locations, etc.
- Serve as the liaison between the Area and the Regional and State Office, as well as between the Area and the athletes and parents/guardians regarding medical records, volunteer registration, WSP and unified partner release forms.
- Notify athletes, volunteers, unified partners, and parents/guardians well in advance of when their application for participation (AFP) or WSP is going to expire.
- Provide Area information to new coaches, volunteers, parents, and community members on Area events, team practices, etc.
- Work directly with SOWA Admin Staff on associated administrative projects.
- Participate in Area Leadership Team meetings.

Benefits:

Serving as the Administrative Coordinator 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.



Area Director

Overview

The Area Director is responsible for providing strategic leadership and managerial responsibilities for the Area leadership team. The Area Director plans, organizes, directs and coordinates the area leadership team with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Washington (SOWA).

Supervisor: Senior Regional Manager of Area Services

Principle Duties:

- Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Promote the mission of Special Olympics and uphold the philosophy, principles and policies of Special Olympics, Inc. and SOWA for the benefit of the athletes.
- Recruit and support an Area Leadership team and lead the Leadership Team in developing an area schedule of events each year to include training, competitive and social activities.
- Direct safe, quality training for the athletes and explores other SOWA initiatives to enhance the athlete experience.
- Along with the Leadership Team, develop an annual plan identifying the goals and objectives of the program.
- Along with the Leadership Team, develop and implement a budget according to SOWA guidelines.
- Ensure funds are raised and expended according to SOWA policies to meet the needs identified in the Area budget.
- Work directly with SOWA Area Services Staff
- Attend Special Olympics meetings as requested.
- Conduct Area Leadership Team meetings on a regular basis.

Benefits:

Managing an Area provides opportunities for developing marketable job skills, creating personal and professional relationships, directing your own volunteer time, enhancing your physical fitness, and making a tangible difference in the lives of individuals with intellectual disabilities.



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.



Coaches Education Coordinator (Volunteer Position)

Overview

The Coaches Education Coordinator is a volunteer who serves on Area Leadership Teams (ALT) and ensures that Special Olympics Washington coaches in that area maintain the proper certifications and sport-specific trainings to be a qualified coach in the program.

Supervisor: Area Director & Director of Coaches Education

Principle Duties:

- Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Collect and maintain records of certifications and trainings that coaches in the area have completed.
- Working with the Director of Coaches Education to help with all the logistics of a training. This could include but is not limited to: scheduling a venue, procuring supplies for the training, and printing resources useful for the training.
- Familiarize yourself with both with SOWA Coaches Education Tiers and the SONA Coaches Education Tiers.
- Participate in quarterly Coaches Education Coordinator calls
- Participates in monthly Area Leadership Team meetings
- Must have access to a computer and reliable internet access
- Must be comfortable using Microsoft office programs, be able to use online calendars (Outlook/Google/etc.), and be proficient at email – OR have someone who can do all these things on your behalf for all meetings & SOWA related communications.

Benefits:

Serving as the Coaches Education Coordinator 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.



Family Support Coordinator (Volunteer Position)

Overview

The Family Support Coordinator is a volunteer who serves on Area Leadership Teams (ALT) and ensures that SOWA families in that area are supported in their SOWA experience, they have a chance to give input, and they are connected to helpful resources offered in their community.

Supervisor: Area Director & SOWA Initiatives Manager

Principle Duties:

- Collect & maintain contact information (the Area Family Support Network) for SOWA families
- Communicate with your Area's Family Support Network about family programming, supports & resources
- Direct family questions and comments to appropriate avenues (ie. Area Leadership Team/online resource/SOWA staff/local programs)
- Familiarize yourself with the online Family Resource list, your Area's local resources and SOWA programming
- Participate in regular Family Support Coordinator calls
- Participate in monthly Area Leadership Team meetings
- Must have access to a computer (ideally with a webcam) and reliable internet access
- Must be comfortable using Microsoft office programs, be able to use online calendars (Outlook/Google/etc.), and be proficient at email – OR have someone who can do all these things on your behalf for all meetings & SOWA related communications.
- Work directly with SOWA Initiatives Staff

Benefits:

Serving as the Family Support Coordinator 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.



Finance Coordinator (Volunteer Position)

Overview

The Financial Coordinator is responsible for all aspects of financial administration for the Area.

Qualifications

Experience and knowledge in bookkeeping (i.e., accounts payable, bank reconciliations, and preparation of financial statements) is a plus. Basic Excel skills required.

Supervisor: Area Director and SOWA Finance Staff

Principle Duties:

- Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Protect and maintain the confidential aspect of financial matters.
- Serve alongside the Fundraising Coordinator as being the liaison regarding finances.
- Know, understand and abide by the SOWA financial policies and procedures.
- Work with other members of the Area Leadership Committee to develop an Area budget.
- Maintain and report where the budget stands at Area Leadership meetings.
- Review monthly P&L and ensure accuracy and balanced budget.
- Manage Petty Cash Funds.
- Deposit cash locally at bank as necessary (following fundraisers, etc.)
- Code and submit expenses from all programming within the area
- Participates in monthly Area Leadership Team meetings
- Work directly with SOWA finance staff

Benefits:

Serving as a Finance Coordinator for an Area 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.



Fundraising Coordinator (Volunteer Position)

Overview

The Fundraising Coordinator plays an instrumental role in raising Area funds for local Special Olympics Washington programs. The Fundraising Coordinator uses dynamic and creative ways to secure new sponsors, execute fundraising programs and events, and building relationships within the community.

Qualifications

Knowledge and experience in budget planning, special events planning, and sales as well as excellent oral and written communication skills.

Supervisor: Area Director & Manager, Area Fundraising

Principle Duties:

- Behave in a manner consistent with Special Olympics Washington's (SOWA) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Serve as an Area liaison regarding fundraising matters.
- Know, understand and abide by the SOWA fundraising guidelines.
- Work with the Area Finance Coordinator to develop and meet its goals of area budget.
- Maintain records of all fundraising activities and files of fundraising volunteers, corporate and community donors. Develop new contacts and funding sources
- Recognize and thank contributors, event sponsors and volunteers.
- Complete and submit the SOWA Fundraising Project Application form prior to any event.
- Assess the costs associated with any fundraiser, and keep them as low as possible.
- Participate in monthly Area Leadership Team meetings.

Benefits:

Serving as a fundraising manager for an Area allows opportunities for developing marketable job skills and making a tangible difference in the lives of individuals with intellectual disabilities.



Outreach and Volunteer Coordinator (Volunteer Position)

Overview

The Outreach and Volunteer Coordinator is responsible for all aspects of athlete and volunteer recruitment. Additionally, they are in charge of recruiting volunteers for events and managing volunteer relationships in the area.

Supervisor: Area Director and SOWA Volunteers Manager

Principle Duties:

- Behave in a manner consistent with Special Olympics Washington (SOWA) core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Serve as the Area liaison regarding outreach matters, including High School engagement fairs to promote volunteer opportunities.
- Review and understand the Outreach section of the Area Management Handbook.
- Gather a list of potential schools and organizations who serve individuals with intellectual disabilities (i.e., special education directors, transitional programs, adult vocational settings, group homes, ARC's, etc.).
- Identify community organizations (i.e., group homes, families, family resource centers, rehabilitation centers, community programs, etc.) that assist persons with intellectual disabilities and educate them on what your Area offers and its benefits.
- Develop materials for distribution that encourage participation with SOWA.
- Develop plan with the Area Director to expand athlete growth.
- Participate in monthly Area Leadership Team meetings.
- Recruit volunteers for all Area events utilizing TRS (the registration system).
- Identify community groups and recruit as volunteers at Area Competitions.
- Attend at least one Area competition per season to manage volunteers on site.

Benefits:

Serving as an Outreach Coordinator for an Area 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, and more.



Social Media and Marketing Coordinator (Volunteer Position)

Overview

The Social Media and Marketing Coordinator is responsible for managing the Area's social media accounts and driving the marketing of the SOWA area and local programs.

Supervisor: Area Director and Director of Marketing

Principle Duties:

- Behave in a manner consistent with Special Olympics Washington's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Work with the Area Leadership Team to stay informed of upcoming events.
- Create a regular cadence of social media content around Area events and other local program news.
- Work with local programs to stay informed about their fundraising and sporting events and provide social media posts and marketing for these events.
- Raise public/area awareness of local teams through social media and various other forms of marketing.
- Collaborate with SOWA Director of Marketing to develop and promote stories about local athletes, coaches, and volunteers.
- Serve as a Special Olympics brand ambassador by ensuring adherence to Special Olympics and SOWA brand standards.
- Participate in monthly Area Leadership Team meetings

Benefits:

The Social Media and Marketing Coordinator 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, and more.



Sports and Competition Coordinator (Volunteer Position)

Overview

The Sports and Competition Coordinator is responsible for administrating, planning, and assisting in the delivery of local area sporting events, to provide quality ongoing competitive experiences for Special Olympics Washington (SOWA) athletes and partners.

Supervisor: Area Director and Senior Region Sports Manager

Principle Duties:

- Behave in a manner consistent with Special Olympics Washington’s core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Become familiar with sport specific National Governing Body (NGB) and Special Olympics Inc/SOWA rules for each sport in your area.
 - Ensure all aspects of trainings and competition are focused on the athletes and the integrity of the sport
 - Become knowledgeable and well versed in Article 1 and GMS (Games Management System).
- Develop an annual competition calendar that follows the State Competition calendar.
 - Work with the Outreach and Volunteer Coordinator to recruit and assign volunteers, GMT, committees, or day-of volunteers.
- Together with the GMT, conduct
 - Local ongoing competitions
 - Unified Sport League Play
 - Seasonal Area Game Event(s)
- Develop a communication system to alert coaches to upcoming competitions and to work with the Area Admin Coordinator to register athletes/teams.
- Work with the Outreach and Volunteer Coordinator to recruit and assign volunteers to GMT, committees or day of volunteers.
- Participate in monthly Area Leadership Team meetings

Benefits:

The Sports and Competition Coordinator 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, and more.



Truck Raffle Coordinator (Volunteer Position)

Overview

The Raffle Coordinator is responsible for organizing and managing the Truck Raffle fundraiser for the Area. Candidates need strong organizational and communication skills, and be available to support local teams. This is an episodic volunteer role - the Truck Raffle will take place from mid-April-August. Some pre and post fundraising meetings will take place.

Supervisor: Area Director & Area Fundraising Manager

Principle Duties:

- 1) Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- 2) Attend truck raffle webinars and learning meeting leading up to the truck raffle launch.
- 3) Manage and track local ticket distribution to teams. Both sold and unsold tickets must be returned to SOWA according to deadlines.
- 4) Coordinate booths and communicate to SOWA for marketing on the SOWA website.
- 5) Coordinate collection of sold tickets and income from various teams in the area.
- 6) Complete area reconciliation forms for sales and incoming money.
- 7) Submit all paperwork and money required by the deadlines outlined.

Benefits:

Serving as Truck Raffle Manager for an Area allows opportunities for developing marketable job skills, creating personal and professional relationships, and making a difference in the lives of individuals with intellectual disabilities.



Unified Schools Coordinator (Stipend Position)

Overview

The position of the Area Unified School's Coordinator, plays an essential role in developing and implementing Special Olympics Washington Unified Champion Schools programs and its components in schools within an Area. Specifically, this is a leadership position which will recruit, educate, and mentor school personnel to develop and implement Special Olympics components in schools, as well as, transition and connect school athletes/partner to community-based programming.

Qualifications

The desire and enthusiasm to support the Area to the best of their abilities. Experience and knowledge in working with school districts and inclusive communities, as well as interpersonal and communication skills. The School's Coordinator must be a registered Class A volunteer.

Primary Responsibilities:

1. Recruit NEW Special Olympics Unified Champion Schools and school specific liaisons in K-12 and/or college*
2. Work with schools to implement one of the three Unified Fitness Models*
3. Support local Unified Schools through meetings, emails, and webinars
4. Implement one transitional event in May to connect the school's programs to community-based programs
5. Host a resource table at one Interscholastic Unified Sports League Play per season (winter/spring)
6. Develop and implement one Youth Summit in the fall
7. Track the number of students that transition from HS to community programming
8. Communicate and follow-up with school Liaisons on reports, activities, and paperwork
9. Collect local stories on Unified Schools programming
10. Participate in monthly Area Leadership Team meetings
11. Successfully complete other duties as assigned.

***Asterisk*:** Numbers vary depending on current Unified Schools within Area. See table.

Time Commitment: The number of hours per week depends on the size and involvement level of the Area.

Work Location: The School's Coordinator may work out of their home, workplace office, classroom, or other facility as they deem appropriate.

Base Stipend Amount:

# of Current UCS Schools in Area	Base Stipend Amount	# of Required New Schools*	# of Required Schools Implementing Unified Fitness*
0-15	\$2000	2	1
16-30	\$3000	4	2
31-45	\$4000	6	3

Bonus Opportunities:

Bonus Amount	Activity
\$100	New School Onboarded (max of 5) <small>(New School metrics must be met prior to receiving bonus)</small>
\$100	Additional School Implementing Unified Fitness (max 3) <small>(Unified Fitness metrics must be met prior to receiving bonus)</small>
\$300	Development of a New College Program (max 1) <small>(bonus is above and beyond new school requirement and must include Unified Sports)</small>

Benefits: Serving as School’s Coordinator for an Area 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, and more.



Wellness Coordinator (Volunteer Position)

Overview

The Wellness Coordinator plays an essential role in implementing all Healthy Communities programming in the Area. Additionally, this leadership position will direct athletes and family members to needed health services and resources.

Qualifications

Experience in a health field and knowledge of healthcare services and resources available for people with disabilities is a plus.

Supervisor: Area Director and SOWA Director of Health Programs

Principle Duties:

- Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication.
- Serve as the Area liaison regarding health and wellness matters.
- Ensure Coaches are implementing health programming as intended during practices and competitions, and provide guidance when necessary.
- Collect athlete health data from coaches and send to state office quarterly.
- Understand both the Healthy Athletes and Healthy Communities programs offered, and represent SOWA at community events as needed.
- Be familiar with health services and resources in the Area, and provide guidance to athletes and family members looking to access health services and resources.
- Participate in monthly Area Leadership Team meetings.
- Meet with Health & Wellness Coordinator on a monthly basis (Skype, phone, or in person)

Benefits:

Serving as a Wellness Coordinator for an Area 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.



Young Athletes Coordinator (Volunteer Position)

Overview

The Young Athletes Coordinator is a volunteer who serves on the Area Leadership Team and oversees the Young Athletes programs for that Area, ensuring Young Athletes coaches and families are supported.

Supervisor: Area Director and SOWA Initiatives Manager

Principle Duties:

- Complete Young Athletes training
- Recruit and train new Young Athletes coaches
- Support Young Athletes coaches by recruiting athletes and providing resources
- Collect and maintain contact information for Young Athletes programs and participants
- Attend monthly Young Athlete Coordinator calls with Initiatives Manager
- Attend monthly Area Leadership Team meetings
- Must have access to a computer (ideally with webcam) and reliable internet access
- Must be comfortable using Microsoft Office programs for all SOWA communications

Benefits:

Serving as a Young Athletes Coordinator for an Area 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, and more.