



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

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.
- Participate in monthly 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, train 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.
- Attend Special Olympics meetings as requested.
- Conduct Area Leadership Team meetings on a monthly 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 Liaison (Volunteer Position)

Overview

The volunteer Athlete Leadership Liaison ensures that athlete input, participation, and leadership are included in all areas of programming within their Special Olympics Area

Supervisor: Area Director & SOWA Director of Program Initiatives

Principle Duties:

- Recruit athletes
- Train athletes and volunteers
- Activate athlete leaders
- Empower input councils
- Participate in monthly support calls
- Work with Area Leadership Team
- Participate in monthly Area Leadership Team calls

Recommended qualities:

- Is passionate about inclusion and working alongside people with intellectual disabilities and the volunteers & family members who support them,
- Believes that people of all abilities have a right to help guide & implement their Special Olympics programming,
- Can dedicate 2-3 hours per week communicating with athletes, volunteers, and SOWA staff.
- Is proficient or comfortable learning to use Dropbox, and Powerpoint, and social media.
- Enjoys advocating for meaningful involvement and authentic inclusion,
- Can occasionally deliver workshops (already developed) to groups of athletes & volunteers,
- Is comfortable maintaining contact information and tracking athlete leadership.

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.



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 Director of Program Initiatives

Principle Duties:

- Collect & maintain contact information (the Area Family Support Network) for SOWA families & Team Family Support Liaisons in their Area
- 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)
- Familiarize yourself with the online Family Resource list & your Area's local resources & SOWA programming
- Participate in quarterly Family Support Coordinator calls
- Participates in monthly Area Leadership Team meetings

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.

Supervisor: Area Director

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.
- Follow the in-house accounting procedures for expenses and revenue and monitor the Area's account balance.
- Maintain accurate financial records (i.e., all income and disbursement records, receipts, SOWA account statements, travel expenses, invoices, and bills etc.).
- Participates in monthly Area Leadership Team meetings

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

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.



Schools Coordinator (Volunteer Position)

Overview

The position of the Area School's Coordinator, plays an essential role in developing and implementing Special Olympics Washington, traditional and inclusive, school 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 Olympic components in schools.

Supervisor: Area Director for the Area along with the Director of Unified Schools

Principle Duties:

- 1) To provide direct leadership in the development and implementation of Special Olympics and its components in Area schools.
- 2) To provide direct leadership in the development and implementation of Unified Sports in Area schools.
- 3) To recruit Special Olympics liaisons which will directly administer the program in the schools.
- 4) To work alongside the Area Sports and Competition Coordinator in coordination Unified Sports competitions in alignment with Special Olympics Unified Sports rules and guidelines.
- 5) To cultivate Area school district relationships that will promote and develop Special Olympics deep and wide in the Area schools.
- 6) To successfully complete other duties as assigned.
- 7) Participate in monthly Area Leadership Team meetings.

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.



Social Media and Marketing Coordinator (Volunteer Position)

Overview

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

Supervisor: Area Director

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.
- Post regularly on social media regarding upcoming area events.
- 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.
- 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 (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

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.
- Develop an annual competition calendar.
- Together with the GMT, conduct
 - Local ongoing completions
 - Unified Sport League Play
 - Seasonal Area Game Event(s)
- Develop a communication system to alert coaches to upcoming competitions and 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.



Outreach and Volunteer Manager (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

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.
- 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).

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.



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 Health & Wellness Manager

Principle Duties:

- Behave in a manner consistent with SOWA's core values of mutual respect, positive attitude, accountability, teamwork and dedication. 2) Serve as the Area liaison regarding health and wellness matters. 3)
- 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. 5)
- 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.