



## Area Leadership Team Member

**What is an Area/ Area Leadership Team?** Special Olympics Washington has split Washington State into 11 areas, each ran by a group of volunteers called the Area Leadership Team. Each team controls all aspects of Special Olympics in that Area, from fundraising, competition, program development to coaches training.

**Areas:** Northwest, Snohomish/Island, North King County, South King County, Capital (Pierce/Thurston/Lewis/Capital), Olympic Peninsula, Columbia River, South Central, Southeast, North Central, Northeast

**Position Descriptions:** see second page for positions and descriptions. Not all positions are currently available in each Area.

### Minimum Requirements:

- Class A volunteer screening process
- Monthly meetings along with individual position time requirements
- Fulfilment of specific ALT role
- Timely and efficient communication with ALT and any other people affiliated with your role

## Become an Area Leadership Team Member

### Primary Steps:

1. **Register as a volunteer** with SOWA.
1. Attend **Ongoing Volunteer Roles** webinar to learn more about volunteering with SOWA.
2. **Email** [etinseth@sowa.org](mailto:etinseth@sowa.org) application for desired ALT position (found in this PDF)

### Once connected with staff and position you will:

2. Complete **Background Check**
3. Complete **General Orientation** and **quiz**
4. Complete **Protective Behaviors training**
5. Complete **Concussion Awareness training**
6. Complete **Cardiac Awareness training**

# Special Olympics Washington Area Leadership Team Application



## Applicant Information

Area Name: \_\_\_\_\_ Area Leadership Team Position: \_\_\_\_\_

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
*Last First M.I.*

Address: \_\_\_\_\_  
*Street Address Apartment/Unit #*

\_\_\_\_\_ *City State ZIP Code*

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Are you a current volunteer for SOWA? YES  NO  If yes, where do you volunteer? \_\_\_\_\_

Have you volunteered for Special Olympics in the past? YES  NO  If yes, where did you volunteer? \_\_\_\_\_

## Experience Related to Position

Relevant Experience and/or Employment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Describe Previous Volunteer Roles: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please Describe any Current Volunteer Roles you are in (including duties and time commitment): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Send Completed Applications by email to:  
Elise Tinseth  
[volunteer@sowa.org](mailto:volunteer@sowa.org)

Rate yourself on the following skills: 1 being low, 5 being high.

Skills	Please Circle	Skills	Please Circle
Microsoft Excel	1 2 3 4 5	Outreach	1 2 3 4 5
Microsoft Word	1 2 3 4 5	Public Relations	1 2 3 4 5
Microsoft PowerPoint	1 2 3 4 5	Fundraising	1 2 3 4 5
QuickBooks	1 2 3 4 5	Database Tracking	1 2 3 4 5
Leadership	1 2 3 4 5	Public Speaking	1 2 3 4 5
Marketing	1 2 3 4 5	Budgets	1 2 3 4 5
Administrative	1 2 3 4 5	Development	1 2 3 4 5
Social Media	1 2 3 4 5	Organization	1 2 3 4 5

### ALT Interest

Why are you interested in serving on your Area Leadership Team?

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### References

**Please list three professional references.**

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

Full Name: \_\_\_\_\_ Relationship: \_\_\_\_\_  
 Company: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_

### Position

**Applicant Overview of Position:**

On a separate piece of paper, based on the position description, please describe how you plan to make this position a contributing source to the overall development of the Area Leadership Team. Please include how you would organize/implement this position. This will provide the Area Leadership Team with an idea of how you will contribute to the team.

### Disclaimer and Signature

**I certify that my answers are true and complete to the best of my knowledge.**

**If this application leads to acceptance, I understand that false or misleading information in my application or interview result in my release.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Area Director:** The Area Director is responsible for providing strategic leadership and managerial responsibilities for the Area programs. The Area Director plans, organizes, directs and coordinates programs and services for the athletes in the Area in accordance with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Washington (SOWA). The completion of responsibilities will be performed personally by the Area manager or through other Area volunteers.

**Sports and Competition Coordinator:** The Sports/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 athletes/partners.

**Administrative Coordinator:** The Administrative Coordinator is responsible for ensuring the SOWA medical exam policies and procedures are adhered to so the athletes may train and compete. Completion of responsibilities will be performed personally by the Administrative Coordinator manager or through other Area volunteers.

**Finance Coordinator:** The Finance Coordinator is responsible for all aspects of financial administration for the Area. The completion of responsibilities will be performed personally by the Finance Coordinator or through other Area volunteers.

**Fundraising Coordinator:** 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 build relationships within the community.

**Outreach and Volunteer Coordinator:** The Outreach Coordinator is responsible for all aspects of athlete and volunteer recruitment. The Outreach Coordinator works with schools, transitional programs families, community sports programs, adult vocational settings, group homes, and governmental organizations to connect eligible athletes in the communities to local Special Olympics programs within the perspective Area.

**School's Coordinator:** 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 Olympics components in schools.

**Athlete Leadership Program Liaison:** This position oversees athlete leadership in the area and ensures that there is an active Athlete Input Council, year-round workshops are offered, and athletes are engaged in all aspects of programming.

**Athlete Representative –** The Athlete Representative is an athlete from the Area Input Council who brings information from the council to the Area Leadership Team and reports back to the council, as well as offers insights on programming from the athlete perspective.

**Family Services Coordinator:** The family services manager is responsible for encouraging and coordinating athlete families' involvement in Area activities.

**Area Athlete Wellness Manager:** The athlete wellness manager is responsible for the coordination of year-round health promotion within the Area as well as ensuring local access to health education and resources for athletes, families, caregivers, and Area volunteers.

\* Not all positions are available within each area.