



Position: Sports Coordinator

Reports to: Director, Sports Development, Education and Training

Locations: Hybrid (will be able to work from home, but will be required to be in office as it relates to role)

Primary Job Functions: To provide administrative and logistical support to competitions and events within the Southwest Region for Special Olympics Washington

Overview: The Sports Coordinator for Special Olympics Washington is a key member of the organization's sports management team, responsible for overseeing various administrative duties related to sports events and activities. This role involves coordinating and supporting sports programs and ensuring smooth sports-specific event operations. The Sport Coordinator will work closely with their manager, other staff, and volunteers to ensure the success of events and activities.

The Sport Coordinator's duties are critical to ensuring the smooth and efficient operation of Special Olympics Washington sport events and competitions. By effectively managing records, budgets, communication, and logistics, the coordinator helps create quality experience for athletes, coaches, volunteers, and all involved stakeholders.

Primary Responsibilities:

Administrative, Operations and Logistics

- Provide logistical support for sports events, including venue arrangements, transportation, and accommodation for athletes and teams.
- Collaborate with external vendors and partners to ensure seamless event execution.
- Work with venue managers and organizers to secure suitable facilities for sports events.
- Coordinate with facility staff to ensure all required amenities and resources are available.
- Assist in the development and implementation of merchandise strategies for events.
- Coordinate the sale and distribution of Special Olympics merchandise during sports events.
- Assist in general administrative tasks as needed to support the overall functioning of the sports management team.
- Participate in team meetings and contribute to planning and decision-making processes.
- Utilize the Games Management System to input, review, and update sports-specific event details.
- Ensure accurate and up-to-date information is available for coaches, athletes, and volunteers.
- Assist with GMT (Games Management Team) Onboarding Process.

Inventory Management and Event Prep Support

- Maintain and update a comprehensive inventory of equipment and supplies for various sports events.
- Track medal distribution and ensure an adequate supply for upcoming competitions.
- Coordinate with suppliers to order equipment and supplies as needed.
- Manage the storage of sports equipment, kits, and other related items.
- Regularly conduct inventory checks to ensure accuracy and availability of equipment.
- Prepare regular reports on sports program activities, including participation numbers, event outcomes, and athlete achievements.
- Submit reports to management and other stakeholders as required.
- In office support for event preparation of materials for Coaches and Events
- Ensure equipment is well-maintained and meets safety standards.

Procurement:

- Procure specific sports equipment and/or meals for events as instructed by the Manager.
- Manage the procurement process for sports-related supplies, equipment, materials and meals at events.
- Obtain competitive bids and negotiate contracts with vendors to secure cost-effective options.
- Maintain records of all procurement activities and expenses.

Qualifications and Knowledge Requirements:

- Experience with event management or project management preferred
- Associated Degree in Project Management, Sport Management or similar experience preferred
- Knowledge in Microsoft Office Suite
- Experience in Event Management or Project Management
- Experience and understanding of accessibility and Inclusion as it relates to events: Understanding of accessibility requirements and strategies to ensure that events are as inclusive as possible for our constituents.

Additional Traits:

- Excellent Communication and Interpersonal Skills
- Organization and Time Management
- Problem-Solving Abilities
- Leadership and Team Management
- Negotiation and Financial Skills

Working Conditions:

- This position is hybrid and will have the flexibility to work from home but will need to come to the office as it related to preparation and event readiness.

- Physical Demands: Event management can involve physical work, such as setting up and dismantling event equipment, moving furniture, and being on your feet for extended periods. Individuals should be able to lift 50lbs.
- Travel requirements and working weekends: This position may travel depending on the location and needs of the event and will be expected to work some weekends related to their events.

Salary and Benefits:

- This position is an hourly non-exempt position
- Salary range is \$45,000-56,000
- Benefits
 - Medical, dental, vision, life, and disability insurance
 - 403(b) retirement plan, 100% vested immediately with up to 5% matching after designated waiting period.
- Vacation and sick leave

About Special Olympics Washington

We are a catalyst for inclusion! Special Olympics Washington is the leader in sports, health and community building, empowering children, and adults with intellectual disabilities to be valued on and off the playing field.

Through programming in sports, health, education and community building, the Special Olympics is changing the lives of people with intellectual disabilities. Special Olympics can remove barriers and stigmas that people with intellectual disabilities face, and to share with the community the gifts and talents they possess. Everyone who comes in touch with Special Olympics is impacted in a way that helps them strive to achieve their personal best.

Qualified candidates should send apply here: <https://bit.ly/SportsCoordinatorApply>

No phone calls, please.

Our Commitment to Inclusion, Diversity, Equity, and Access

Special Olympics Washington commits to building an inclusive, diverse, equitable and accessible community that empowers individuals with and without intellectual disabilities to celebrate their similarities and differences. Through our programming, we foster a community of belonging and inclusion for all. Special Olympics Washington is an Equal Opportunity Employer.

Join the Team!

Be a part of Special Olympics Washington and help support thousands of athletes across the State of Washington!