Local Program Management Team

Special Olympics
IDAHO

Administrative Coordinator

Description:

The Administrative Coordinator is primarily responsible for working directly with the Local Program Coordinator (LPC) and assisting with the administrative duties of managing the team, including records keeping and athlete medical form management. In effect, this position is the Assistant LPC. As a part of the Local Program Management Team (LPMT), this position requires the ability to work effectively with many types of people and manage multiple priorities simultaneously. This is a volunteer position requiring excellent self-motivation skills and the ability to work independently and on a team. The Administrative Coordinator works under the supervision of the LPC.

Responsibilities:

• Assure that registration, athlete medical forms, and any other required athlete and volunteer documentation is completed before each Sport Season.

• Provide copies of registration/medical forms to the appropriate contact, Special Olympics Idaho (SOID), Coaches, and LPC.

• Maintain the file of medical exam forms and releases. And notify coaches, athletes and their families/caregivers before forms expires, preferably 3 months prior. Maintain contact with coaches regarding expired forms until forms are returned and completed.

• Communicate as needed with coaches and local program coordinators, including updates on athletes' changes of addresses, phone numbers, email addresses.

• Adhere to Special Olympic Idaho and Special Olympics International’s policies and procedures and ensure that appropriate forms and documentation are submitted SOID as directed by LPC.

• Attend and participate in Local Management Team meetings.

• Assume other related responsibilities as assigned by the LPCs.

Requirements:

• A commitment to the Special Olympics Idaho mission
• Excellent organizational skills
• Experience working/volunteering with persons with disabilities
• Previous experience with Special Olympics desired
• Excellent time management skills and the ability to multi-task
• Must be practiced and enjoy working with a group of diverse personalities
• Must provide own transportation to Special Olympics events and meetings
• Must represent Special Olympics Idaho in a professional manner
• Complete and pass all Class A volunteer paperwork including background check
Commitment Expected:

This is a year-round volunteer position. The Administrative Coordinator must be available for communication via email and telephone and must be able to respond to communication in a timely manner. Hours will vary based on the time of year, but are flexible. A minimum 3-year commitment to the position is required. This is an at-will volunteer position. This position may be terminated at anytime by Special Olympics Idaho or the LPC without reason. To apply for this position, please email your resume and cover letter to the LPC overseeing the team with whom you wish to volunteer.