Local Program Management Team

Special Events Coordinator

**Description:**

The Special Events Coordinator is primarily responsible for organizing team events prior to and/or after the season to provide a place where the athletes and volunteers can come together and celebrate their accomplishments, building a stronger sense of belonging and acceptance. Working directly with the Local Program Coordinator (LPC) and 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 Special Events Coordinator works under the supervision of the LPC.

**Responsibilities:**

- Organize volunteers and family members to plan and implement team events.
- Liaison with the Fundraising Coordinator to incorporate any sponsors or supporting organizations to assist in the cost of the event, or to provide donations.
- Must be familiar with event organizing and able to plan logistics:
  - Date of event.
  - Location – Reserve.
  - Type of event – Food? Entertainment?
  - Budget – Check with Finance Coordinator about funds available.
  - Publicity – Newsletters, flyers to teams in training, postcards have been used in the past.
  - Setting up
  - Serving/Conducting the event
  - Clean up
- Wrap up events by sending out the appropriate “thank you” cards.
- Assume other related responsibilities as assigned by the LPCs.
Requirements:

- A commitment to the Special Olympics Idaho mission
- Proven experience in Event Management and 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 Special Events 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.