Description:

The Sports Coordinator is primarily responsible for managing a quality sports training and coaching program for the team, ensuring athlete safety during practice and competition. It is the responsibility of the Sports Coordinator to also ensure coaches are on path for certification and adhere to sports rules and the Coaches Code of Conduct. 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 Sports Coordinator works under the supervision of the LPC.

Responsibilities:

• Ensures each sport offered by the team has a certified Head Coach, and that all other coaches (Assistant and Junior Coaches) are on path to certification.

• Collaborate with the Volunteer Coordinator to recruit coaches, recruiting and identifying new coaches with a sports background.

• Submit recommendations to the LPC determining which sports should be offered for each season.

• Ensure coaches are trained on all Sports Rules that govern each sport offered, and adhere to competition guidelines outlined by Special Olympics Idaho (SOID) and Special Olympics International (SOI).

• Ensure coaches adhere to Coaches Code of Conduct and represent SOID in a professional and respectful manner, at practice and the competition.

• Work with Head Coaches to develop a practice schedule and ensure the Coach to Athlete Ratio is followed for adequate supervision.

• Work with Head Coaches to determine practice venues prior to each season.

• Assure that at least one individual in the training program has current CPR & First Aid training.

• Oversee Coaches Certification program at the team level and ensure coaches attend sport specific Pre-Season Training offered by SOID Staff and Sport Specific Volunteers.

• Conduct volunteer training as needed for new coaches and visit training sites during the season.

• Make sure coaches have necessary equipment needed, and collaborate with Equipment Coordinator for new equipment when necessary

• Ensure risk management guidelines are followed.

• Develop sports partnerships for the benefit and training of coaches and athletes.

• Liaison with the SOID Sport Staff to ensure a year long Sports Calendar is available and sent to families and caregivers.

• In October of each year, develop an annual plan that includes approximate dates and rough expenses and/or revenue estimates, and submit to the LPMT.
• Adhere to Special Olympics Idaho and Special Olympics International’s policies and procedures.
• Attend and participate in LPMT 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 Sports 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.