Local Program Coordinator

Description: The Local Program Coordinator (LPC) will develop and manage all logistical aspects of the SubProgram that is accredited annually through Special Olympics Idaho (SOID) to operate your local region. The LPCs primary responsibility is to manage the Local Program Management Team (LPMT), which oversees program delivery at the team level. By effectively utilizing the members of the LPMT, the LPC will ensure quality sports training, outreach, athlete participation, public relations, and fundraising in their local area. The job of the LPC is multi-faceted, requiring the ability to work effectively with many types of people and manage multiple priorities simultaneously. This position requires excellent self-motivation and the ability to work independently while effectively managing time. It is vitally important that LPCs are positive, productive, and proactive; as LPCs are the link between SOID and the local community. LPCs work under the supervision of the Director of Sports and Training, and will working closely with all Special Olympics Idaho Staff. This is a volunteer position that requires some overnight travel, evening and weekend work.

Responsibilities:

- Plan, manage, and coordinate all aspects of Special Olympics Idaho activities for a designated Special Olympics Idaho Team including:
  - Complete Annual Reaccreditation Application Packet
  - Volunteer Management and Recruitment
  - Fundraising Events and Schedule
  - Outreach efforts
  - Athlete placement
- Build, lead & supervise the LPMT
  - Supervise Local Program Volunteers
  - Attend Area and State Games Competitions
  - Attend annual SOID LPC meetings and other trainings as necessary
  - Conduct regular LPMT meetings
- Other duties as assigned
Expectations:

✦ Managing Special Olympics Idaho SubProgram Activities:

• Ensure that your SubProgram continues to operate at your current Level of Accreditation, while working towards advancing to a higher level.

• Develop an annual plan and goals to ensure quality trainings, and volunteer involvement on your team.

• Offer quality training to coaches in your area

• Manage Team expenses and revenue to ensure compliance with annual budget

• Review LPMT goals annually to ensure they are being achieved

• Ensure compliance with all SOI/SOID rules and policies

✦ Supervising the LPMT

• Recruit, train, supervise, evaluate and recognize LPMT members

• Develop, with the LPMT members, individual work plans which outline objectives to be accomplished annually

• Conduct LPMT meetings

• Coordinate area fundraising efforts

• Coordinate area outreach efforts

Requirements:

• A commitment to the Special Olympics mission

• A proven ability to plan, implement, budget, measure, track and report on projects

• A minimum of three years experience supervising volunteers or employees is preferred

• Experience working/volunteering with persons with disabilities

• Previous experience with Special Olympics desired

• Excellent leadership and motivational skills

• Excellent independent work skills and self-motivation

• Excellent time management skills and the ability to multi-task and meet deadlines

• Working knowledge of current computer technology and office software

• Highly developed oral and written communication skills and a proven ability to communicate in a professional setting

• 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
• Minimum 3 year commitment to the position

Commitment Expected: This is a year-round volunteer position. The LPC may work from home and schedule tasks around other commitments. They must be available for communication via email and telephone and must be able to respond to communication in a timely manner. The LPC will conduct regular LPMT meetings and schedule other meeting with Special Olympics staff as necessary. 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 Special Olympics Idaho CEO.