



Area Management Team Overview

Special Olympics Montana could not exist without the dedication of thousands of Montana citizens. The time, energy and enthusiasm of volunteers fuel our movement and make our athletes' dreams a reality. There is a place for everyone in our organization. Special Olympics Montana is managed through local programs called Area Management Teams, most of which serve multiple counties and geographic areas across Montana. The success of our programs requires the collaboration of a multitude of talents and skills from dedicated volunteers. Whatever your interests and aptitudes, there is a place for you within our Special Olympics family. We are always looking for new members to join our Area Management Teams to help improve our programs and offer greater opportunities to both our present and future athletes.

Area Management Team (AMT) Positions & Committees

The **AREA DIRECTOR** leads the Area Management Team to ensure that quality Special Olympics sports training programs and athletic competition events are available to all eligible individuals in a specific geographic location. The Area Director oversees the general operations of the AMT by providing management, leadership and support to all members, volunteers, partners or teammates and athletes in a designated area. This position is the primary contact for the Area and the primary liaison between the AMT and the state office of Special Olympics Montana.

The **ASSISTANT AREA DIRECTOR** supports the Area Director in ensuring the overall success of the Area and fulfills the Area Director's duties in their absence as needed. The Assistant Area Director oversees management of all current and historical Area documentation. This position also organizes the annual Area retreat.

The **ATHELTE LEADERSHIP COORDINATOR** advocates for athlete leaders by facilitating the Special Olympics' Athlete Leadership programs to athletes in their local area. The Athlete Leadership Coordinator will act as a liaison between athlete leaders, their families, community groups, their designated AMT and the state office. They also provide leadership to volunteers assisting with various aspects of organizing Athlete Leadership such as, but not limited to:

- **AL Training Coordinator** – Organize training dates, facilities and help co-facilitate Athlete Leadership trainings.
- **AL Scheduling Coordinator** – Maintain Global Messenger contact list, recruit and schedule athletes for speaking engagements, and provide quarterly report to SOMT staff.
- The **Athlete Representative** is *elected* by the local AMT members based on nominations from the local teams, coaches, athletes and volunteers. The Athlete Representative supports local athletes by acting as the liaison and voice for the Area athlete population to the AMT.

The **APPRECIATION COORDINATOR** works with the Area Director and AMT to identify and implement meaningful methods of gratitude to area volunteers, athletes, donors, and sponsors. Primary duties include preparing and distributing thank you notes and letters as requested from the AMT.

The **COMMUNICATIONS COORDINATOR** plays an instrumental role in communicating the progress, events, and daily activities of the AMT, local programs (teams), and athletes within the AMT as well as to the public. This position also acts as the secretary and assumes related duties during regular AMT meetings.



The **PUBLIC RELATIONS COORDINATOR** promotes Special Olympics athletes and events and works to raise awareness throughout the local Area. This position in collaboration with the Area Director is the primary contact for all media and is responsible for building sustainable relationships with local press and media.

The **FINANCE COORDINATOR** manages all funds and accounts for the Area Management Team and provides basic accounting and reporting for all related financials. The Finance Coordinator creates and manages the Area budget and Financial Guidelines to ensure the fiscal health of the Area.

The **SPORTS & COMPETITION COORDINATOR** oversees all work and committees dedicated to facilitating local Area competitions. They also work with SOMT's Sports Department to ensure the Area events are in-line with both state and international regulations. The Competition & Sports Coordinator coordinates opportunities for local training and competition opportunities throughout the year. This position is the primary liaison between SOMT's Sports Department and the local AMT and is responsible for ensuring that all coaches and athletes have the most up-to-date information regarding competition rules and regulations.

- **Area Games Management Committees** - Volunteers who assist Committee Chairpersons in organizing and facilitating local Area competition events/initiatives. May consist of high school or college age students, corporate groups or and/or members of the community. Assist with a specific competition committee in organizing and implementing the sporting event at the area level. Time commitment depends on the level of event (approx. 3 – 4 months leading up to competition). After-hours meetings and planning sessions are involved. Attendance at competitions is mandatory.
- **Games Management System (GMS) Coordinator** –Volunteers to maintain accurate records of all athletes and volunteers associated with the local area. The Games Data Coordinator works closely with the Competition Coordinator to ensure that Area athlete and volunteer information is entered into GMS, division athletes for competition, and enter competition results to send to SOMT staff.
- **Volunteer Coordinator** - Provides support to the Sports & Competition Coordinator and Games Management Committees by recruiting and managing volunteers for competition opportunities and special events.

The **FUNDRAISING COORDINATOR** plays an instrumental role in raising funds for Special Olympics athletes and area programs by pursuing fundraising opportunities and managing current fundraising initiatives for the Area Management Team. The Fundraising Coordinator is the primary contact for all fundraising activities for the Area Management Team and will oversees all fundraising efforts and committee related work.

- **MTN/Chevy Raffle Coordinator** – Organizes team ticket requests, ticket distribution, ticket reconciliation and team ticket selling opportunities with local businesses. *November-May*
- **Special Events Coordinator** – Organizes and facilitates unique fundraising opportunities for the Area.
- **Special Events Planning Committee** – Volunteers who assist Committee Chairpersons in organizing and facilitating local Area fundraising events/initiatives.

The **Law Enforcement Torch Run® LETR LIAISON** is *appointed* by local LETR leadership as a liaison to the AMT to promote communication between local Law Enforcement and the AMT. The LETR Liaison supports the AMT by assisting with fundraising efforts, attending special events and educating Area volunteers and athletes about local, statewide and national LETR efforts to support Special Olympics programs.

- **Polar Plunge Coordinator/AMT Liaison** – A law enforcement officer responsible for all necessary Polar Plunge event components, including volunteers, shift assignments, liaison with LETR and the Special Olympics Montana state office.
- **Tip-A-Cop Event Coordinator** – A law enforcement officer responsible for all necessary Tip-a-Cop components, including volunteers, shift assignments, liaison with restaurant management and the Special Olympics Montana state office.



The **LOCAL PROGRAM COORDINATOR (LPC)** is responsible for the overall management of their designated Special Olympics team. The LPC ensures that volunteers and athletes are prepared to participate in year-round local and state competitions and events. Depending on the size of the team, an LPC can manage a team alone or with the help of an Assistant LPC to provide general oversight for all team operations.

- **Assistant LPC** – Volunteers to provide overall management of their designated Special Olympics team's financial health. The Assistant LPC ensures financial health of the team so that athlete and volunteers can participate in year-round local and state competitions and events. The Assistant LPC may assume other duties as assigned by the Local Program Coordinator to ensure that team operations run efficiently.
- **Coach/ Assistant Coach** - Work directly with SOMT athletes through teaching and training of a specific sport. Participation is seasonal for each sport. The usual commitment is 2-3 hours per week for a minimum of 8 weeks per season.
- **Unified Teammate** - Unified Sports Teammate is a volunteer who trains and competes alongside individuals with intellectual disabilities Special Olympics Montana sports teams. Participation is seasonal for each sport, generally 1 or 2 practices per week throughout the season.
- **Chaperone** – Volunteers to assist athletes during attendance at state and local competition events.

The **SO COLLEGE PRESIDENT/ AMT Liaison** Student volunteer who oversees SO College chapter logistics and all executive board positions; organizes, plans and runs meetings; acts as point of contact for the Special Olympics state Program, as well as for the school and faculty advisor; in charge of submitting all paperwork to the school and the local/national Special Olympics office when necessary.

The **TRAINING COORDINATOR** organizes first-rate sports training opportunities for Special Olympics athletes and coaches in their local Area. This position is the primary liaison between SOMT's Sports Department and the local AMT. The Training Coordinator communicates training and competition expectations to the Area's LPCs and coaches. Works with the Competition Coordinator to assist with Area competitions and provide training to volunteers working at competition events.

The **UNIFIED CHAMPION SCHOOLS COORDINATOR** supports the work of the Associate VP of Unified Strategy and the AMT and ensures that all local Unified Champion Schools (UCS) are supported, and Unified Sports are well represented in the Area. The UCS Coordinator works alongside the Associate VP of Unified Strategy and other AMT members to manage the annual onboarding of USC, support activities throughout the year, and support Unified Sports events during Area Games.

The **UNIFIED CHAMPION SCHOOL LIAISON** serves as the main contact for the Unified Champion School. This person will be the point of contact for information to be delivered to the Local Program Coordinators, coaches, volunteers, and students. The school liaison oversees and empowers youth leaders to implement the 3 Unified Champion School components into the school community.

The duties and responsibilities of each position are subject to change based on the needs of individual Area Management Teams. Position duties can be divided among committee members or shared between two volunteers in the same role. All volunteers serving in roles listed above must be registered and approved as Class A Volunteers with Special Olympics Montana. Most positions require a minimum 2-year commitment with a 1-3-month trial period prior to completion of the training and commitment to the position. Days of the week and times vary based on events and time of year.