

Outreach Coordinator

Position Description

The Outreach Coordinator lives and works from a predetermined geographic area within the state of Montana. This position is primarily responsible for assembling, training and appreciating a local volunteer Area Management Team (AMT) that is capable of sustaining current programs and positioned to welcome new programs. The Outreach Coordinator works in tandem with a local volunteer Area Director.

Duties

- Engage in onboarding provided by Special Olympics Montana staff
- Collaborate with Special Olympics Montana staff on a regular, ongoing basis
- Recruit volunteers within the assigned geographical area to serve on a local volunteer AMT
- Work collaboratively with the Area Director to strategically place volunteers on the AMT
- Coordinate and/or facilitate training of local AMT volunteers
- Provide appreciation of volunteers within the assigned area
- Bridge communications between the staff of Special Olympics Montana and the volunteer AMT
- Overall development of local volunteer AMT
- Other duties as assigned

Skills and Qualifications

- Knowledge of the Special Olympics movement with passion for its mission, philosophy, and operating principles.
- Organizational, administrative, leadership and supervisory abilities.
- Strong communication skills, both verbal and written.
- Willingness to learn volunteer management skills.
- Ability to work collaboratively with a team.
- Ability to work remotely from a home office.
- Weekend and overnight travel as needed to fulfill job responsibilities.

Job Information

- Effective Date: Open until filled
- Job Type: Temporary, Immediate- December 15, 2019
- Department: Outreach
- Reports to: VP Outreach or Outreach Director as assigned
- Salary: \$15.00-\$17.00/hour based on experience, up to allotted hours specified below
- Benefits: Positions not eligible for benefits
- Location: We are currently hiring 8 Outreach Coordinators responsible for:

Serving	Working remotely from or in close proximity of:	Immediate-December 15, 2019 maximum allotted hours
Big Sky Area	Bozeman, MT	300 Total Hours
CM Russell Area	Great Falls, MT	400 Total Hours
Five Valleys Area	Missoula, MT	400 Total Hours
Glacier Area	Kalispell, MT	300 Total Hours
Great Northern Area	Havre, MT	200 Total Hours
Prairie Badlands Area	Glendive or Sidney, MT	200 Total Hours
Southwestern Area	Butte, MT	300 Total Hours
Tri-County Area	Helena, MT	200 Total Hours

Application Requirements

Applications accepted until position is filled. Direct a letter of application and resume by email to: rmccarty@somt.org . If necessary, mail to Rhonda McCarty, COO at Special Olympics Montana, PO Box 3507, Great Falls, MT 59403.