



## Sports Coordinator

### Position Description

The Sports Coordinator lives and works out of Great Falls, Montana. This position is primarily responsible for training, advising, and supporting local volunteers conducting area competitions across the state. Competitions include area winter games, area spring games, and area basketball tournaments, etc. The Sports Coordinator works in tandem with the Special Olympics Montana Sports Department and volunteer Competition Coordinators.

### Duties

- Engage in onboarding provided by Special Olympics Montana staff.
- Assist area volunteer Competition Coordinators and GMT volunteers in planning and executing area competitions (winter, spring, and basketball, etc.)
- Train volunteer Competition Coordinators.
- Assist GMS and Sports Assistant with training volunteer Games Management System (GMS) Coordinators.
- Serve as State Basketball Tournament Opening Ceremony staff liaison, with assistance from VP Sports.
- Assist Sports Director with state office equipment inventory management.
- Bridge communications between the staff of Special Olympics Montana and the volunteer Competition Coordinators.
- Collaborate with Special Olympics Montana staff on a regular, ongoing basis.
- 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 Special Olympics sports rules.
- Inclination to acquire volunteer management skills.
- Readiness to learn Games Management System (GMS) computer database.
- Ability to work collaboratively with a team.
- Weekend and overnight travel as needed to fulfill job responsibilities.
- Ability to lift a minimum of 50 pounds.

### Job Information

- Effective Date: Open until filled
- Job Type: Temporary half time thru December 31, 2019
- Department: Sports
- Reports to: VP Sports
- Salary: \$15.00-\$17.00/hour based on experience
- Benefits: Position not eligible for benefits
- Location: State headquarters, Great Falls, Montana

### Application Requirements

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