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 can sustain current programs and is 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
- Work collaboratively with the AMT to monitor area plans, budgeting and needs assessments
- Coordinate and/or facilitate training of local AMT volunteers and Local Program Coordinators (LPC)
- 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
- Recruit and manage new Special Olympics Athletes
- Provide support for local teams
- Support & promote local fundraising and volunteer drives
- 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: Part-time, non-exempt
- Department: Outreach
- Reports to: VP Outreach or Outreach Director as assigned
- Salary: $17.00/hour based on experience, up to allotted hours as specified below
- Benefits: Positions not eligible for benefits
- We are currently hiring Outreach Coordinators as follows:

<table>
<thead>
<tr>
<th>Serving</th>
<th>Working Remotely From</th>
<th>Immediate-December 15, 2019 maximum allotted hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSAR Area</td>
<td>Bozeman, MT</td>
<td>300 Total Hours</td>
</tr>
<tr>
<td>CRAR Area</td>
<td>Great Falls, MT</td>
<td>280 Total Hours</td>
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Application Requirements
Applications accepted until position is filled. Direct a letter of application and resume by email to: apatriarche@somt.org. For questions call (406)589-6005.