



**Position Title:** Outreach Coordinator  
**Department:** Outreach  
**Reports to:** Outreach Director  
**Exempt/Non-Exempt:** Non-exempt, part-time  
**Effective Date:** Immediately  
**Work Location:** Bozeman, MT

### **Mission**

The mission of Special Olympics is to provide year-round training and athletic competition in a variety of Olympic-type sports to children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

### **Position Summary**

The Outreach Coordinator is primarily responsible for recruiting, training, inspiring, and appreciating the local Area Management Team (AMT). The Outreach Coordinator works in tandem with the local Area Director to monitor the area plan, attend meetings, and support the management of local competitions, programming, and fundraising efforts.

### **Duties and Responsibilities**

#### **Area Management Team**

- Knowledge of the Special Olympics movement with passion for its mission, philosophy, and operating principles.
- Co-lead local fundraising and special events such as Area Games, the MTN Chevy Raffle, Polar Plunges, and health programming.
- Engage in onboarding and monthly meetings lead by Special Olympics Montana (SOMT) staff.
- Bridge communications between SOMT staff and volunteers on the AMT.
- Collaborate with SOMT staff on a regular, ongoing basis.
- Recruit, motivate, retain, and appreciate volunteers on the AMT.
- Work collaboratively with the Area Director to strategically place volunteers striving to develop a fully functioning 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).
- Recruit and manage new Special Olympics athletes.
- Provide support for local teams.

**Accountability for risk management.**

**Steward organizational brand integrity.**

**Promotion of inter-departmental relationships.**

**Other duties as assigned.**



### **Skills and Qualifications**

- Associates degree or similar training.
- Highly organized and able to conduct planning processes and meet deadlines.
- Anticipates and solve problems.
- Reliability in matters requiring confidentiality.
- Develops and maintains staff and volunteer relationships.
- Demonstrates collaborative skills and ability to function effectively within a team.
- Strong communication skills, both verbal and written.
- Weekend travel as needed to fulfill job responsibilities.
- Combination of office and outdoor work setting that may include inclement weather.
- Intermediate technology skills and willingness to learn current programs.
- Positive energy and a commitment to excellence.
- Demonstrated ability to handle multiple projects simultaneously and work independently.
- Ability to lift minimum of 50 pounds.
- Valid driver's license and insurability on corporate insurance.

### **Compensation and Benefits**

- **Salary:** \$17.50 an hour
- **Hours:** 250 hours per year
- **Benefits:** Paid holidays, accrued leave, and extended medical leave available.

### **Application and Deadline Requirements**

- Applications accepted until position is filled.
- Email a letter of application and resume to: **[vdonisthorpe@somt.org](mailto:vdonisthorpe@somt.org)** or mail to:  
Vickie Donisthorpe, COO  
Special Olympics Montana  
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