



Position Title: Outreach Coordinator

Department: Outreach
Reports to: Sr. Outreach Director
Classification: Non-exempt, part time
Effective Date: Immediately
Work location: Helena, 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

- Associate degree or similar training.
- Highly organized and able to conduct planning processes and meet deadlines.
- Anticipates and solves 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: \$18.50 per hour

Benefits: Paid holidays; leave time; flexible schedule; cell phone stipend; and a talented team of staff that promotes personal growth and job satisfaction.

Application Requirements and Deadline

Applications accepted until position is filled.

Email a letter of application and resume to: vdonisthorpe@somt.org

or mail to:

Vickie Donisthorpe, COO
Special Olympics Montana
PO Box 3507
Great Falls, MT 59403-3507

Special Olympics Montana (SOMT) values diverse perspectives and is committed to continually supporting, promoting, and building an inclusive and culturally diverse work force. SOMT is committed to the principle of equal employment opportunity, and it complies with all applicable laws which prohibit discrimination and harassment in the workplace. SOMT makes accommodations for any known disability that may interfere with an employee's ability to perform the duties of the job. Diversity, equity, and inclusion are at the heart of SOMT's mission and daily work.