



Position Title: **Health Support Assistant**
Department: Outreach
Reports to: Director of Health and Fitness
Exempt/Non-Exempt: Non-exempt, part-time; 400 hours on a flexible weekday schedule
October 2023 to October 2024
Work Location: Special Olympics Montana (SOMT) state office in Great Falls
Effective Date: Effective Immediately

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.

MAJOR RESPONSIBILITIES

- Support the Director of Health and Fitness with the preparation and facilitation of Healthy Athletes events at SOMT's State Basketball Tournament and at the State Summer Games.
- Support local area MedFest events.
- Follow up on the referrals athletes may receive at the conclusion of a Healthy Athlete or MedFest event.
- Establish Fit 5 or other fitness classes at YMCAs and fitness centers in Montana. The Health Support Assistant will work to identify possible sites for Fit 5 classes, increasing opportunities for year-round fitness for our athletes.
- Help support and maintain the health supply inventory and mailings.
- Promotion of inter-department relationships.
- Steward organizational brand integrity.

SKILLS AND QUALIFICATIONS

- BA/BS degree preferred but not required.
- Strong verbal communication skills, especially over the phone.
- Highly organized and able to conduct planning processes and meet deadlines.
- Reliability regarding working with information requiring confidentiality.
- Demonstration of collaborative skills and ability to function effectively within a team.
- Intermediate to advanced technology skills and willingness to learn current programs:
 - Microsoft 365, Game Management System (GMS), etc.
- Positive energy and a commitment to excellence.
- Demonstration of ability to work independently.
- Ability to travel and stay overnight at state games.
- Ability to lift up to 50 lbs.



COMPENSATION AND BENEFITS

- Salary: \$20.00 per hour
- Other benefits include expenses covered during all event related travel (i.e., food, lodging, mileage reimbursement if applicable).

APPLICATION AND DEADLINE REQUIREMENTS

Applications accepted until the position is filled. Email a letter of application, resume, and two professional references to Vickie Donisthorpe, Chief Operating Officer
vdonisthorpe@somt.org.