



COMMUNITY PROGRAMS COORDINATOR POSITION DESCRIPTION

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The Community Programs Coordinator is a full-time exempt position which is responsible for assisting in the planning and management of community-based programs for the athletes of SOIA. This job includes administrative responsibility for the development, implementation and management of community-based programs including Motor Activity Training Programs (MATP), Unified Golf and assistance with College Programs. This staff member will work directly with the Director of Unified Programs to ensure successful programming.

REPORTS TO

Director of Unified Programs

QUALIFICATIONS

- **Commitment & passion** to working with individuals with intellectual disabilities & the Special Olympics Mission
- Demonstrates negotiation skills & ability to work with diverse populations in public & private sector
- Extensive knowledge and use of software programs
- Willingness to work nights and weekends **as needed**
- Special Olympics or related non-profit experience preferred
- Knowledge of Iowa's colleges and universities is preferred
- Must pass Special Olympics background check and Class A Volunteer certification

RESPONSIBILITIES

- Responsible for the coordination Motor Activity Training Programs (MATP), Unified Golf and College Programs.
- Makes recommendations and advises immediate supervisor & CEO regarding matters pertaining to policy and rule changes on a routine or as needed basis
- Update and assist in the management and development of Community Programs on Special Olympics Iowa calendar in collaboration with Office Coordinator
- Expand and cultivate relationships with organizations and other non-profits throughout the state of Iowa, SOI and SONA to achieve SOIA strategic goals

- Assist in developing relationships with other sports organizations, sport governing bodies and organizations serving persons with intellectual disabilities or whose services would enhance Special Olympics Iowa volunteer and Unified Programs service delivery
- Serve as the voice of volunteerism and Unified Programs reflecting passion for and essence of the mission, vision, goals and outcomes of Special Olympics Iowa
- Design, prepare and disseminate materials to promote SOIA with specific focus on Unified Programs
- Other duties as assigned

APPLICATION PROCESS:

- Submit resume and cover letter to Krista Smith; Director of Unified Programs:
ksmith@soiowa.org