

POSITION DESCRIPTION: LOCAL PROGRAM COORDINATOR

The Local Program Coordinator oversees the planning and implementation of SOSC sports, programs, and fundraising at the community level. By sharing SOSC's vision and mission, the Coordinator encourages the involvement of athletes, Unified partners, families, coaches, and the community.

KEY RESPONSIBILITIES

- Act as a liaison between SOSC staff and the Local Program.
- Work with SOSC regional staff to engage with the community and increase awareness of SOSC.
- Create an annual plan for recruiting leadership volunteers:
 - Identify a potential volunteer Local Program support team of: Sports, Fundraising, and Volunteer Coordinators (job description available).
- Through your community relationships, assist with identifying and recruiting athletes, coaches, and volunteers.
- Ensures compliance for all athletes, coaches, and volunteers and that teams have sports equipment and uniforms.
- Oversee the implementation of sports programs in your community.
- Ensure coaches receive the training they need to be successful with the support of our Coaches Education Program.

COMMITMENT

- One year minimum
- Approximately 8 hours per week between seasons.
- Time will vary during the season, depending on the Local Program's size and competition calendar; it will be approximately 16-20 hours per week.
- Zoom or in-person training and support from SOSC staff, as needed.
- Attendance at competitions, as needed.

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Minimum age: 18 with a government ID (driver's license, military ID, or passport).
- Must complete an online volunteer application, online training, and background check.
- Experience working with individuals with intellectual disabilities preferred.
- Excellent communication skills.
- Being well-connected in the community is beneficial.

IMPACT OF THE LOCAL PROGRAM

Special Olympics Southern California (SOSC) relies on Local Programs to deliver services to the community run by trusted volunteers. Local Programs allow athletes to participate in their own community, with local coaches, and at familiar practice sites. Local Programs create the opportunity to serve more athletes and involve more volunteers which further enriches the lives of athletes, families, volunteers, and the community.