



One of the most critical things that you will do as the coordinator is to work with your year-round and seasonal volunteers. Who you recruit and how you work with them can make your program a huge success or it can make it a frustrating experience for everyone involved. This section will discuss some of the key ingredients in working with volunteers.

### **Role of the Local Coordinator**

The local coordinator is the designated representative of SOLA who has the responsibility for successfully implementing Special Olympics activities within his/her assigned geographic area. This responsibility holds whether the local coordinator is paid or volunteer, full-time or part-time, working alone or with an assistant or local committee. In many ways, the local coordinator is the lynchpin of the Special Olympics system, the essential element in managing the successful operation of Special Olympics at the local level.

Completion of this task requires that the local coordinator appreciates the importance and magnitude of this role and recognizes that the responsibility being placed upon the local coordinator is to serve as the manager and team leader for all of the volunteers working within their geographic area. **The proper role of the local coordinator is not so much to DO everything, as it is to arrange that other Special Olympics volunteers are empowered and encouraged to implement the program.**

It is quite obvious that no one person could, or should, attempt to assume full responsibility for completing all of the duties at the local level. If Special Olympics is to grow and meet its responsibility to provide opportunities for individuals with intellectual disabilities, it must also grow to involve more people to carry out the responsibilities, which are necessary for the effective operation of a Special Olympics local program.

Local coordinators must play an essential role in making the Special Olympics volunteer system operate effectively. All management systems require someone to oversee the operation of the system, to plan the scheduled activities, and to manage and lead the team of individuals who will implement planned activities. In the Special Olympics system, it is the local coordinator who performs these managerial functions.

A coordinator's managerial duties can be divided into three areas:

1. Managing both the local committee and other local volunteers
2. Planning for Special Olympics local activities including training, competitions and fundraising events
3. Evaluating and reporting on local activities as requested/required

#### **Special Olympics Louisiana**

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**POSITION TITLE:** Local Program Coordinator  
**SUPERVISOR:** SOLA Director of Sports & Programs  
**HOURS:** Varies per program

**PRIMARY PURPOSE:** The Local Program Coordinator is the designated representative of SOLA who has the responsibility for supporting the Local Program Coordinator in implementing Special Olympics activities within their county, providing for sports training and competition opportunities for athletes who have intellectual disabilities.

**PRIMARY DUTIES:**

- Management of local program structure and activity
- Support mission statement and goals and ensure compliance with policies and procedures of Special Olympics Incorporated and SOLA.
- Ensure that all citizens with intellectual disabilities within the geographic area have the opportunity to participate in the local program.
- Recruiting, training and managing local committee members and others as needed.
- Maintain and submit proper records of participating athletes.
- Maintain and submit volunteer screening information.
- Submit paperwork on a timely basis including but not limited to athlete census, event registration, athlete and volunteer registration, and finance forms.
- Manage competition progress from local to state level.
- Attend annual SOLA Leadership Conference and quarterly regional meetings.
- Provide SOLA with local program data as requested; (e. g. in-kind contribution records, fundraising applications, equipment inventory).
- Manage pooled banking system.
- Responsible for accreditation process including review/evaluation of local program and planning for future growth and services.
- Preparation of annual accreditation and budget.

**EXPERIENCE/KNOWLEDGE:**

Prior experience with a nonprofit organization or sports organization preferred. Ability to supervise and effectively delegate to committee members and other volunteers. The ability to communicate openly and in a timely manner. Ability to obtain/maintain a valid LA Driver's License.

**TRAINING PROVIDED:**

New coordinator orientation provided as well as annual leadership conference.

**COMPENSATION:**

This is a volunteer, non-paid position.

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