



**Position Title:** FVAR Sports Coordinator  
**Department:** Sports  
**Reports to:** VP Sports  
**Exempt/Non-Exempt:** Non-Exempt  
**Full/Part-Time:** Part-time (500 hours per year)  
**Work Location:** Missoula, MT  
**Updated:** March 2025

### **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 who 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 Sports Coordinator will work in tandem with the area volunteers to plan and implement quality games standards for local area competitions including winter games, spring games, basketball tournaments, and bowling tournaments. The Sports Coordinator will know and understand sports rules, paperwork requirements and competition management. This position will be boots on the ground support for the area and for the SOMT Sports Department for state competitions as needed.

### **MAJOR RESPONSIBILITIES**

#### **Pre Area-Games:**

- Work collaboratively with the local Area Director, Outreach Coordinator and Area Management Team (AMT) in planning area competitions on a year-round basis.
  - Provide resources that ensure Special Olympics Sports rules are utilized during practices and competitions.
  - Promote coach recruitment, training, and retention.
    - ❖ Attend classes and trainings provided by SOMT and SONA.
  - Ensure all sports are conducted using approved sports facilities, equipment, and clothing.
    - ❖ Facilitate contract and insurance certification processes for area competitions.



- ❖ Communicate with venue officials to know and understand all the guidelines involved with the rental usage.
- ❖ Keep an inventory of equipment in designated storage unit.
- Attend all planning meetings and bridge communications between SOMT Sport Dept. and area committees.
  - ❖ Ensure Local Program Coordinators, coaches and teams have received all the necessary information.
- Build and maintain relationships with key area volunteers.
  - ❖ Be available to answer questions and give guidance regarding any changes from the state office.
- Work with Outreach Coordinator or members of the AMT to ensure that ample volunteers have been recruited for the competitions.
- Ensure that all components of the area games have been integrated into the competition day. (Including but not limited to the Opening Ceremony, LETR, Awards, and UCS).
- Train and support volunteer Games Management System (GMS) Coordinators in each area.
  - Work with the GMS Specialist to produce and distribute Games Management System (GMS) files for each local area competition.
  - Help with divisioning, competition heat-sheets and scheduling for local areas when needed.
  - If there is not a GMS Coordinator, complete the above steps for the area competition.

#### **Day of Games:**

- Competition Manager
  - Help lead the set-up and take down of each competition area.
  - Follow SOMT Risk Management guidelines.
  - Utilize appropriate amount of signage to help with safety and event flow.
  - Ensure volunteers have been trained, understand their responsibilities, and have all the necessary equipment and paperwork.
  - Serve as competition expert and main point of contact who fields questions and protests.

#### **Post Area Games:**

- Work collaboratively with the local area volunteers to clean up, assess competition success and finalize competition results.
  - Collect and inventory sports equipment. Store in storage unit and communicate any replacement equipment needs.



- Collect results from each local area competition, statewide and upload to GMS.

**State Level Competition Support:**

- Attend and support state level competitions as assigned.

**Support the area volunteers and athletes with new technology advancements and paperwork updates**

**Accountability for risk management.**

**Steward organizational brand integrity.**

**Promotion of inter-departmental relationships.**

**Other duties as assigned.**

**SKILLS & QUALIFICATIONS**

- Bachelor's Degree preferred.
- Strong sports background and experience preferred. Able to apply knowledge in varied situations.
- Demonstrated experience managing a data base.
- Reliability in matters requiring confidentiality.
- Demonstrated ability to be self-directed and work independently while balancing competing priorities.
- Highly organized and able to conduct planning processes and meet deadlines.
- Develops and maintains staff and volunteer relationships.
- Demonstrated excellence in written and spoken communication.
- Proficiency using technology.
- Strong organization skills, ability to plan, and implement.
- Ability to lift a minimum of fifty pounds.
- Ability to work remotely in a home office setting.
- Combination of office and outdoor work setting that may include inclement weather.
- Weekday, weekend, and overnight travel as needed.
- Valid driver's license with ability to meet insurability requirements.

**PERSONAL CHARACTERISTICS**

- Engaging personality that enjoys building meaningful relationships.
- Creative, energetic, and committed to excellence.
- Ability to work in a fast-paced, visionary environment.
- Effective problem-solver.



- Personality that demonstrates sensitivity, acceptance, and a positive approach to interaction with staff, volunteers, Special Olympics athletes, and the public.
- Effective conflict resolution skills.

### **COMPENSATION AND BENEFITS**

Salary: \$18.50 - \$20.00 depending on experience

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

### **APPLICATION PROCESS**

Applications accepted until position is filled.

Email a letter of application and resume to: Vickie Donisthorpe, COO  
**[vdonisthorpe@somt.org](mailto:vdonisthorpe@somt.org)**.

*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.*