



Athlete Leadership Coordinator

Job Description

Location: Special Olympics Pennsylvania State Office, Norristown Pennsylvania

Position Summary: This is a part-time (up to 20 hours) non-exempt position that will provide direct support to Athlete Leaders and coordinate ALP's projects and activities statewide.

Job Responsibilities: The Athlete Leadership Coordinator is responsible for performing a variety of duties focused on growing athlete leadership in Special Olympics Pennsylvania. Duties to include planning ALP's trainings, maintaining ALPS's records and playing an active part in planning and hosting ALP's Institute and other special events focused on athlete leadership including but not limited to; Athlete Congress, ALP's University, Input Councils, etc.

Primary Duties

- Co-coordinate planning meetings and calls for ALP's Events.
- Ensure Athlete Input Councils (AIC's) are set up and hosted at scheduled events.
- Act as a point of contact for ALP's information:
 - To local program Athlete Leadership Teams (ALT's) and mentors
 - Primary contact for leadership opportunities – communication and coordination as needed
- Organize and distribute monthly ALP's newsletter state wide.
- Provide direct support to athletes serving in leadership roles including Athlete Congress Chair, Athlete Representative and Board positions.
- Maintain & manage accurate records pertaining to ALPS.
 - GMS Tracking
 - SOPA database
 - Speech reports

Screening: Must pass criminal background screening. (Required for all staff)



Position Requirements:

- Experience as a Special Olympics Athlete
- Ability to travel to and from Norristown office and availability for overnight travel (limited)
- Minimum of two years working with computers. Database experience is preferred.
- Ability to work well under pressure, with different people and able to adapt to changing work environment.
- Must have a strong work ethic and be able to work independently, organize work effectively and manage time productively
- Must maintain confidence and protect organization reputation by keeping athlete and volunteer information confidential when working onsite or offsite.
- Ability to effectively communicate provides and accepts feedback.
- Experience with Microsoft Office and computers desired

Work Schedule: This position's work schedule will be determined by the demands of the position and include 20 hour work weeks. Some evenings and weekends, as well as in-state travel and additional hours may be required for events.

NOTE: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

All interested applicants should **submit a resume and cover letter to the Norristown office by 5pm September 4th 2013.**

Christopher Rizza
Eastern Field Director

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