



Outreach Coordinator

Responsibilities

- Regularly attend local program management team meetings
- Identify local contacts in the field of intellectual disabilities that can assist with recruitment of athletes
- Prepare and distribute Athlete Enrollment kits to potential new athletes.
- Initiate and coordinate all athlete recruitment activities
- Establish multiple sources of athlete recruitment
- Monitor and follow up on all athlete inquiries
- Ensure all program athletes are properly registered
- Assist in establishing a local program Outreach Committee and serve as Chairperson
- Present an Outreach budget to be reviewed and approved as part of the local program budget.

Reporting Requirements:

- Outreach Portion of the Annual Program Budget
- Monthly update to the Local Program Management Team

Local Program Additional Needs: