
JOB DESCRIPTION



POSTION **AREA COORDINATOR**

DESCRIPTION The Area Coordinator, in partnership with the Area Chair, is one of the key leaders of the Area program and is responsible for all facets of the program that directly impact the athlete.

RESPONSIBILITIES

1. Serves as the co-leader of the Area in partnership with the Area Chair.
2. Work with the Area Chair to ensure that all aspects of the Special Olympics Virginia program are implemented in accordance with SOVA policies, operating procedures and accepted standards of quality.
3. Serve as the primary liaison between Special Olympics Virginia staff and Area volunteers.
 - Establish an Area information distribution system to include disseminating information received from SOVA staff.
 - Ensure that all required paperwork is submitted to SOVA staff in a timely manner (RTPs, accreditation, statewide competition registration packets, quota forms, etc.).
 - Convey Area concerns, issues, suggestions, etc. to the appropriate SOVA staff person.
 - Attend SOVA sponsored meetings – Region Meetings, Volunteer Conference, etc.
4. Work with Area Council positions to insure that goals are met and that the Area offers a viable training and competition program for all interested participants.
 - Establish a positive working relationship with the Athlete Recruitment Coordinator, Volunteer Coordinator, Athlete Training Coordinator, Competition Chair, Family Chair, Medical Chair, Local Coordinators and other positions related to the program.
 - Attend Area Council meetings on a monthly basis.
 - Identify, recruit and train Local Coordinators as needed and assist them with their activities as appropriate.
 - Coordinate activities between the various local jurisdictions within the Area.

5. Develop an Area volunteer recognition program that includes submitting nomination forms for SOVA's annual awards.
6. Promote Special Olympics in the Area to all eligible participants.
 - Develop a growth plan to recruit more athletes into the program.
 - Implement a registration system for new and returning athletes.
 - Offer at least one eight-week training program and a minimum of one competition each year.

**MEASURES OF SUCCESS IN FULLFILLING THE
AREA COORDINATOR POSITION**

1. The Area is accredited.
2. The Area provides a year-round training program for all interested athletes.
3. The Area operates according to SOVA policies and guidelines.
4. The Area submits required paperwork on time.
5. The Area has a functioning council that meets regularly and each council member strives to achieve their goals.
6. Local programs are established, if necessary, and monitored as appropriate.
7. Information is disseminated in a timely manner to all appropriate persons.
8. An Area representative attends all required meetings.
9. Area volunteers are recognized for their contributions.
10. The community is aware and supportive of Special Olympics activities.
11. The Area has a plan to recruit new athletes and register new and returning athletes for each sport.