
JOB DESCRIPTION



POSTION AREA COORDINATOR

DESCRIPTION The Area Coordinator is the key leader of the Area program and is responsible for overseeing the administration, finances and public relations aspects of the program.

RESPONSIBILITIES

1. Work with the Area Council to ensure that all aspects of the Special Olympics Virginia (SOVA) program are implemented in accordance with SOVA policies, operating procedures and accepted standards of quality.

2. 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, competition reports, accreditation, state championships registration packets, etc.).
 - Convey Area concerns, issues, suggestions, etc. to the appropriate SOVA staff person.
 - Attend SOVA sponsored meetings – Section Meetings, Annual Conference, etc.

3. Ensure the effective operation of the Area council.
 - Schedule and conduct regular Area Council Meetings.
 - Ensure that Council Meeting announcements and minutes are distributed to all Council members in a timely manner.
 - Identify, recruit and assist in the training of all Council Members.
 - Establish a positive working relationship with the Treasurer and all other Area Council Members.
 - Coordinate activities between the various local jurisdictions within the Area and assist the locals with their activities as appropriate.

4. Work with Area Council positions to insure that financial goals are met and that the Area adheres to SOVA policies and guidelines.
 - Create a balanced budget each year and insure an adequate fundraising plan to meet financial needs.
 - Ensure that financial reports are submitted as required.
 - Participate in SOVA sponsored fundraising and media opportunities.
5. Promote Special Olympics in the Area to insure adequate volunteers, funding and support.
 - Oversee the distribution of a quarterly newsletter to athletes and volunteers.
 - Participate in community sponsored events for people with intellectual disabilities and for potential volunteer groups.
 - Serve as a public spokesperson for SOVA and the Area.
 - Make the media aware of Area training programs and special events.
6. Develop an Area volunteer recognition program that includes submitting nomination forms for SOVA's annual awards.
7. 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 sufficient funds to operate the program.
12. The Area has a plan to recruit new athletes and register new and returning athletes for each sport.