
JOB DESCRIPTION

**Special
Olympics**
Virginia



POSTION FAMILY COORDINATOR

DESCRIPTION The Family Chair is responsible for involving family members in the Area program and for providing activities and services for family members.

RESPONSIBILITIES

1. Develop an annual calendar of family activities.
2. Communicate with family members on a regular basis via a family newsletter, the Area newsletter or a telephone tree.
3. Conduct family activities throughout the year.
4. Recognize family members at Area competitions and possibly host a family hospitality center at some competitions.
5. Encourage family members to get involved in the Area program by volunteering, contributing financially or attending competitions as spectators.
6. Work with the Outreach Coordinator to contact family members of new athletes.
7. Work with disability support groups to make families aware of Special Olympics and how they can get their children involved in the Area program.
8. Attend Area Council meetings and report on family activities.

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

1. Family members are informed about and involved in the Area program.
2. Family members of new athletes are contacted in a timely manner.
3. Information about Special Olympics is made available to participants in disability support groups.