



## **POSITION DESCRIPTION**

**Title:** Special Olympics Coordinator + Basketball Coach (if applicable)

**Reports to:** Assistant Principal for Operations & Student Life

**Purpose of the Position:** Organize and supervise a student athletic opportunities

### **Time Commitment:**

1. *Time of Year and Length of Activity (# of weeks/days):*
  - Basketball - fall/winter (practice 2x/week)
  - Bowling - winter
  - Soccer - spring
2. *Meeting Times:* Practice/contest times typically span 2 hours in length (plus applicable travel time); this position responsible for coaching/oversight of basketball team, but does not have other "meeting time" commitments
3. *Other Student Contact Time:* Special Olympics Orientation Meeting with parents (1 hour)
4. *Number of Students in the Activity:* 10-20 (depending on season)

### **Major Responsibilities:**

- Plan, supervise, and organize team meetings (basketball only)
- Schedule individual activity dates, times, and fees (basketball only)
- Supervise student participation in all activities
- Maintain positive communications with students and family members
- Follow all district policies, school rules and procedures
- Manage registration and all related requirements (i.e., fee collection) for Special Olympics events
- Arrange scheduling/transportation for all Special Olympics events
- Maintain communication with other team sponsors (i.e., soccer, bowling) for Special Olympics events

### **Key Duties:**

- Recruitment of new members
- Organize transportation to and from contest venue, if necessary
- Insure all students have proper waivers signed (especially for transportation)
- Initiate the selection, purchase, care and storage of equipment and supplies
- Arrange for publicity of team activities and events
- Establish league schedule for sport (basketball only)
- Establish annual calendar for Special Olympics events
- Plan recognition awards for team participants (basketball)

- Plan recognitions for Special Olympics athletes
- Coordinate fund-raising events
- Execute other duties and assignments as required