

## **Mid-Valley Special Education Cooperative (MVSEC) Special Olympics Coordinator**

REPORTS TO: Executive Director

### **GENERAL DESCRIPTION AND GOALS:**

To provide for all interested Special Needs students an opportunity to improve their athletics skills and develop their character by competing at a level that challenges each to reach his or her potential relative to the rules and regulations of Illinois Special Olympics. This is a separate program, not to be confused with the existing MVSEC programs.

### **RESPONSIBILITIES:**

- Supervises/coordinates/processes all record keeping for students including health forms, permission slips, applications, etc.
- Supervises and coordinates scheduling of events with Illinois Special Olympics including completing necessary entry forms, transportation, staffing, meals, medications, and other communications, etc..
- Monitors the safety of the participants and the security of the playing areas and equipment including uniforms
- Schedule, organizes, and coach team practices. Recruit and coordinate coaches to assist with teams.
- Recruits, trains, and motivates instructors. Supervises activities.
- Recommends equipment for purchase.
- Adheres to standards regarding rules and regulations of the sport and of Special Olympics.
- Attends meetings, clinics, workshops and seminars and maintains a professional attitude toward the position.
- Establishes and maintains accurate records related to each aspect of the activities.
- Write and distribute memos and any other important information which contains details pertaining to any of the athletes or sporting events involving individuals or staff in a timely manner.
- Performs other related duties as requested by the Executive Director

### **QUALIFICATIONS:**

- Demonstrated professional experience working with youth with disabilities
- Demonstrated ability as a teacher and concern for the athletic achievement of the participants
- Successful completion of instruction in First Aid, CPR, or willingness to complete instruction not later than one (1) year after being selected
- Thorough knowledge of the rules and regulations of sport and Special Olympics adaptations
- Demonstrated ability to command program integrity, inspire pride and good sportsmanship, and generate enthusiasm
- Demonstrated ability to work effectively with students and staff of varied ethnic