

## Athlete Leadership Coordinator

25 hours per week

**Special Olympics**  
Connecticut



Position responsibilities include:

- Provide training opportunities for Athlete Leaders and their mentors. Plan training days, which includes determining the format and agenda, scheduling presenters and overseeing all logistics for these events.
- Manage and fulfill Athlete Leaders' outfitting and supply needs within budget.
- Maintain a database of Athlete Leaders and their assignments.
- Schedule Athlete Leaders for assignments that include meet and greets, speaking roles at Special Olympics events, speaking engagements at community events and in the business community and opportunities with media. Report on Athlete Leader activity.
- Identify new opportunities for Athlete Leaders in communities, schools and corporate environments where these athletes can share information about Special Olympics, their personal stories and the impact of the organization's programs, as well as its needs and opportunities to become involved.
- Prepare Athlete Leaders for speaking engagements and public appearances. Work with athletes and their mentors to develop speeches and write articles. Assist with transportation, as needed.
- Develop/update standards and guidelines for the Athlete Leadership Program, as well as clarify (and possibly expand) leadership roles and responsibilities.
- Establish an Athlete Leadership Advisory Board and Alumni Group. Assess and select new participants for the Athlete Leadership Program, as needed.
- Report to and support the Director of Communications and Marketing with tasks that include but are not limited to website updates, public relations, creating collateral, social media, national campaigns and annual report development.

This position offers a flexible schedule, with some nights and weekends required.

In-state and possibly some out-of-state travel is expected.

Exceptional written and oral communications skills and attention to detail required.

Must also have a Bachelor's degree or relevant experience.

Experience/involvement with Special Olympics or individuals with intellectual disabilities preferred.

The desire to enrich the lives of people with intellectual disabilities and a passion for creating a more inclusive and caring world essential!

Also must:

- Comply with Special Olympics Connecticut's policies, procedures and non-discrimination policy.
- Maintain a valid Connecticut Driver's License.

### Special Olympics Connecticut

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*Created by the Joseph P. Kennedy Jr. Foundation for the benefit of persons with intellectual disabilities*

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