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# JOB DESCRIPTION

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## POSTION LOCAL COORDINATOR

**DESCRIPTION** The Local Coordinator is responsible for all facets of the program in a specific geographical area that directly impact the athlete.

## RESPONSIBILITIES

1. Serve as the leader of the Local.
2. 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.
3. Serve as the primary liaison between the Area, Special Olympics Virginia staff and local volunteers.
  - Establish a Local information distribution system to include disseminating information received from the Area and SOVA staff.
  - Ensure that all required paperwork is submitted to the Area and SOVA staff in a timely manner (RTPs, competition reports, statewide competition registration packets, treasurer reports, etc.).
  - Convey Local concerns, issues, suggestions, etc. to the Area and to the appropriate SOVA staff person.
  - Attend Area Council and SOVA sponsored meetings – Section Meetings, Annual Conference, etc.
4. Work with Local Council positions to insure that goals are met and that the Local offers a viable training and competition program for all interested participants.
  - Establish a positive working relationship with the Athlete Recruitment Coordinator, Volunteer Coordinator, Athlete Training Coordinator, Competition Chairs, Family Chair, Medical Chair, Treasurer, Fundraising Chair and other.
  - Attend Local Council meetings and Area Council meetings on a monthly basis.
5. Develop a Local volunteer recognition program including submitting nomination forms for SOVA's annual awards.

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

1. The Local provides a year-round training program for all interested athletes.
2. The Local operates according to SOVA policies and guidelines.
3. The Local submits required paperwork on time.
4. The Local has a functioning Council that meets monthly and each Council member strives to achieve their goals.
5. Information is disseminated in a timely manner to all appropriate persons.
6. A Local representative attends all required meetings.
7. Local volunteers are recognized for their contributions.