



## Outreach Coordinator

### Position Description

The Outreach Coordinator lives and works from a predetermined geographic area within the state of Montana. This position is responsible for assembling, training and appreciating a volunteer Area Management Team (AMT) that is capable of sustaining current programs and positioned to welcome new programs. The Outreach Coordinator works in tandem with the volunteer Area Director.

### Duties

- Engage in onboarding provided by Special Olympics Montana staff
- Collaborate with Special Olympics Montana staff on a regular, ongoing basis
- Recruit volunteers within the assigned geographical area to serve on a volunteer AMT
- Work collaboratively with the Area Director to strategically place volunteers on the AMT
- Train AMT volunteers to perform specific roles
- Provide appreciation of volunteers within the assigned area
- Bridge communications between the staff of Special Olympics Montana and the volunteer AMT
- Overall development of volunteer AMT
- Other duties as assigned

### Skills and Qualifications

- Knowledge of the Special Olympics movement with passion for its mission, philosophy, and operating principles.
- Organizational, administrative, leadership and supervisory abilities.
- Strong communication skills, both verbal and written.
- Willingness to learn volunteer management skills.
- Ability to work collaboratively with a team.
- Ability to work remotely from a home office.
- Weekend and overnight travel as needed to fulfill job responsibilities.

### Job Information

- Effective Date: Open until filled
- Job Type: Temporary, October 2017-June 30, 2018
- Department: Outreach
- Reports to: VP Outreach
- Salary: \$15.00-\$17.00/hour based on experience, up to allotted hours specified below
- Benefits: Positions not eligible for benefits
- Location: We are currently hiring 5 Outreach Coordinators responsible for:

<b>Serving</b>	<b>Working Remotely From</b>	<b>Sept. 2017-June 30, 2018 maximum hours</b>
Central Montana	Lewistown, MT	100 Total Hours
Northeastern Montana	Glasgow, MT	50 Total Hours
Southeastern Montana	Miles City, MT	100 Total Hours
Yellowstone Valley	Billings, MT	350 Total Hours
Prairie Badlands	Sidney, MT	50 Total Hours

### Application Requirements

Applications accepted until position is filled. Direct a letter of application and resume by email to: [rmccarty@somt.org](mailto:rmccarty@somt.org). If necessary, mail to Rhonda McCarty, COO at Special Olympics Montana, PO Box 3507, Great Falls, MT 59403.