



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, January 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 2 Outreach Coordinators responsible for:

Serving	Working Remotely From	January 2018-June 30, 2018 maximum hours
Southeastern Montana	Miles City, MT	100 Total Hours
Yellowstone Valley	Billings, MT	350 Total Hours

Application Requirements

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