



Position Title: Big Sky Area Outreach Coordinator
Department: Outreach
Reports to: Outreach Sr. Director
Classification: Non-Exempt, part-time (300 hours per year)
Work location: Bozeman, MT or surrounding area
Date: July 20, 2026

MISSION

The mission of Special Olympics is to provide year-round training and athletic competition in a variety of Olympic-type sports to children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy, and participate in the sharing of gifts, skills and friendship with their families, other Special Olympics athletes, and the community.

POSITION SUMMARY

The Outreach Coordinator is a visible and engaged employee who bridges the local area and the state Special Olympics Montana organization. Primary responsibilities include recruiting, inspiring, and appreciating the local volunteers, some are on the area management team (AMT). The Outreach Coordinator works in tandem with the local Area Director (AD) to support the implementation of the area plan, know and understand the area's budgeting process, attend meetings, and support the management of local competitions, programing, and designated fundraising efforts.

DUTIES AND RESPONSIBILITIES

Area Management Team:

- Recruit, motivate, retain, and appreciate volunteers on the AMT.
 - Develop in-person volunteer recruitment opportunities
 - Work collaboratively with the AD to strategically place volunteers striving to develop a fully functioning AMT.
 - Manage new volunteer communication and paperwork.
 - Support onboarding of new AMT volunteers and Local Program Coordinator (LPC)
- Work collaboratively with the AMT.
 - Develop and implement the annual area plan.
 - Create AMT meeting agenda with AD and keep minutes for the meeting.
- Support area programing and competition.
 - Prioritize attending both area games planning meetings and the actual events, supporting all competitions.
- Work collaboratively with the AMT to develop the annual area budget.
 - Monitor and understand the areas financial status, expenses, and fundraising events.
- Support the area's inventory management and storage of supplies.
- Bridge communications between SOMT (Special Olympics Montana) staff and volunteers on the AMT.

Leverage and support fundraising efforts:

- Maximize presence at fundraisers to support Outreach endeavors.
- Know of local fundraising events and ensure that fundraising approval forms are submitted and approved.
- MTN Chevy Raffle – communicate with LPCs about ticket requests, sales, creating community sales



- opportunities and utilize the online scheduling platform.
- Law Enforcement Torch Run “Polar Plunge” – communicate with committee to plan logistics of event, market the event, assist with poster distribution and assist with recruitment.
- Provide in-person support as needed.

Recruit and manage the intake of new Special Olympics athletes and volunteers:

- Work with new athletes and volunteers to submit required paperwork.
- Monitor monthly Green Lists and remind LPCs about expired paperwork.
- Monitor and update SOMT’s online volunteer marketing platform (Volunteer Match) to meet the needs of the area.
- Support area MedFest in designated role.

SOMT Staff responsibilities:

- Attend monthly Outreach Coordinator meetings.
- Attend monthly one-on-ones with supervisor.
- Attend SOMT staff meetings and training as hours allow/supervisor approval.
- Read Fastbreak and become familiar with SOMT website.

Accountability for risk management:

- Support the Outreach department by turning in facility and event contracts.
- Know and understand safety protocols and possible liability for area events.
- Promote and support best practices.

Steward organizational brand integrity:

- Work in collaboration with the SOMT MarComm Department to ensure consistent messaging and promotional materials are accurate.

Promotion of inter-departmental relationships.

Other duties as assigned.

SKILLS AND QUALIFICATIONS

- Associate’s degree or similar training.
- Highly organized and able to conduct planning processes and meet deadlines.
- Anticipates and solves problems.
- Reliability in matters requiring confidentiality.
- Develops and maintains staff and volunteer relationships.
- Demonstrates collaborative skills and ability to function effectively within a team.
- Effective communication skills, both verbal and written.
- Positive energy and a commitment to excellence.
- Demonstrated ability to manage multiple projects simultaneously and work independently.
- Intermediate technology skills and willingness to learn current programs.
- Travel as needed to fulfill job responsibilities.
- Combination of office and outdoor work setting that may include inclement weather.
- Ability to lift a minimum of fifty pounds.
- Available to work weekend events and attend evening meetings.
- Some outdoor work is required that may include inclement weather.



- Valid driver's license and insurability on corporate insurance.

COMPENSATION AND BENEFITS

Salary: \$18.50 per hour

Benefits: accrued leave, accrued extended medical leave, 10 paid holidays prorated by scheduled work hours, yearly phone stipend, and flexible work schedule.

APPLICATION PROCESS

Please send a current resume and a letter of interest to **Vickie Donisthorpe, COO**, vdonisthorpe@somt.org.

Special Olympics Montana (SOMT) values diverse perspectives and is committed to continually supporting, promoting, and building an inclusive and culturally diverse work force. SOMT is committed to the principle of equal employment opportunity, and it complies with all applicable laws which prohibit discrimination and harassment in the workplace. SOMT makes accommodations for any known disability that may interfere with an employee's ability to perform the duties of the job. Diversity, equity, and inclusion are at the heart of SOMT's mission and daily work.