



***Special Olympics***

***Alaska***

**Be a fan™**

VOLUNTEER COMMUNITY DIRECTOR  
and  
VOLUNTEER COMMUNITY  
MANAGEMENT TEAM

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**Job: Volunteer Community Director**

**General Information:** Special Olympics Alaska provides year-round sports training and athletic competition in a variety of Olympic-type sports for people with intellectual disabilities by giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills, and friendship with their families, other Special Olympics athletes, and the community.

**Qualifications:** The Volunteer Community Director must have: familiarity with Special Olympics Alaska mission, philosophy, and general & sports rules; experience in motivating and managing people; public speaking and strong interpersonal skills; exceptional organization, communication and computer skills required; and a demonstrated ability or experience in public relations, volunteer management, sports training, sports competition, and fundraising.

**Supervisor and Evaluation:** The Volunteer Community Director reports to the Community Relations Manager of Special Olympics Alaska, Inc. and is evaluated annually.

**Job Title: Volunteer Community Director**

The Volunteer Community Director manages all aspects of Special Olympics Alaska programs within an identified geographic area on a year- round basis to ensure that quality sports training and competition is available to all eligible individuals. The Volunteer Community Director will serve as a liaison to the Special Olympics Alaska office, and as the manager and leader of the Community Management Team.

**Responsibilities:**

- Develop and submit annual Business and Sports Plan as part of the Special Olympics Alaska accreditation.
- Develop fundraising and financial plan.
- Oversee the Community Management Team.
- Oversee the recruitment and training of athletes and volunteers.
- Adhere to all Special Olympics Alaska dates and deadlines.
- Address all risk management issues.
- Ensure compliance to the rules, policies and standards of Special Olympics Alaska, Inc.

**Other Duties and Projects:** As assigned by the Community Relations Manager.

**Work Schedule and Compensation/Benefits:** The Volunteer Community Director is a part time volunteer position. This position averages 10-20 hours per week with some evenings and weekends required. The Volunteer Community Director Position does not include compensation/benefits.

## Community Management Team Overview

The purpose of the Community Management Team (CMT) is to divide the work of managing a Community among many hands, thereby providing enhanced services to athletes and allowing more volunteers to reap the benefits of being involved with Special Olympics Alaska. A CMT is a working team, not an advisory committee or governing board, which is directed by the Volunteer Community Director. Any changes to the make-up of the model given below must be approved by Special Olympics Alaska. Special Olympics Alaska strongly recommends that at least one athlete serve on the CMT.

COMMUNITY MANAGEMENT TEAM				
Volunteer Community Director				
Sports and Training Chair	Finance Chair	Medical Records Chair	Fundraising Chair	Communications and Public Relations Chair
Volunteer Chair	Family Services Chair	Competition Chair	Outreach Chair	Athlete Chair

**Volunteer Community Director:** Plans, organizes, directs and coordinates programs and services for the athletes in the Community in accordance with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Alaska.

**Sports and Training Chair:** Responsible for overall sports management for the Community.

**Finance Chair:** Works directly with the Volunteer Community Director in all aspects of financial administration for the Community.

**Medical Records Chair:** Responsible for ensuring the Special Olympics Alaska Medical Exam Policies and Procedures are adhered to so athletes may train and compete.

**Fund-Raising Chair:** Responsible for formulating and enacting a development plan to meet the financial needs of the Community.

**Communications and Public Relations Chair:** Responsible for managing internal and external communication to meet the needs of the Community.

**Volunteer Chair:** Responsible for recruiting, coordinating and recognizing Community volunteers.

**Family Services Chair:** Responsible for encouraging and coordinating athlete families' involvement in Community activities.

**Athlete Chair:** Responsible for ensuring that the athletes' needs are being addressed at the CMT level.

**Outreach Chair:** Responsible for recruiting athletes and partners to join the Community.

**Competition Chair:** Responsible for planning, coordinating, and implementing community competition events.

## **Volunteer Community Director**

**Description:** The Volunteer Community Director plans, organizes, directs and coordinates programs and services for the athletes in the Community in accordance with established policies to further achieve the goals, objectives, standards and mission of Special Olympics Alaska.

**Qualifications:** The Volunteer Community Director must have: familiarity with Special Olympics Alaska mission, philosophy, and general & sports rules; experience in motivating and managing people; public speaking and strong interpersonal skills; exceptional organization, communication and computer skills required; and a demonstrated ability or experience in public relations, volunteer management, sports training, sports competition, and fundraising.

### **Primary Responsibilities:**

- Develop and submit annual Business and Sports Plan as part of the Special Olympics Alaska accreditation.
- Develop fundraising and financial plan.
- Oversee the Community Management Team.
- Oversee the recruitment and training of athletes and volunteers.
- Adhere to all Special Olympics Alaska dates and deadlines.
- Address all risk management issues.
- Ensure compliance to the rules, policies and standards of Special Olympics Alaska, Inc.

**Support:** The Volunteer Community Director is supported by the Community Management Team and the Community Relations Manager of Special Olympics Alaska.

**Time Commitment:** This position averages 10-20 hours per week with some evenings and weekends required.

## **Sports and Training Chair**

**Description:** The Sports and Training Chair is responsible for the overall sports management for the Community. The completion of responsibilities will be performed by the Sports and Training Chair and/or other Community volunteers.

**Qualifications:** The Sports and Training Chair must have experience in, and knowledge of, a variety of sports, managerial and interpersonal skills.

### **Primary Responsibilities:**

- Serve as the Community liaison regarding sports matters.
- Recruit and facilitate training of a head coaches for each sport.
- Ensure the head coaches for each sport fulfills his/her responsibilities.
- Work with the head coaches to create a Community sports budget through the Volunteer Community Director.
- Work with the head coaches to ensure facility, uniform, equipment and supply needs are met.
- Facilitate communication between the head coaches and report back to the Community Management Team regarding sports issues.
- Ensure consistency between sports regarding budget, uniforms, transportation, facilities, volunteer support, etc.
- Ensure that sports programs are in compliance with Special Olympics Alaska health and safety regulations.

**Support:** The Sports and Training Chair is supported by the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement of the Community. The time commitment increases around Local and State competitions.

### **Finance Chair**

**Description:** The Finance Chair is responsible for all aspects of financial administration for the Community. The completion of responsibilities will be performed personally by the Finance Chair through the Volunteer Community Director.

**Qualifications:** The Finance Chair must have experience and knowledge in bookkeeping (i.e., accounts payable, bank reconciliation, and preparation of financial statements).

#### **Primary Responsibilities:**

- Know, understand and abide by the Special Olympics Alaska financial policies and procedures.
- Protect and maintain the confidential aspect of financial matters.
- Serve as the Community liaison regarding financial matters.
- Maintain accurate financial records (i.e., all income and disbursement records, receipts, bank statements, travel expenses, invoices and bills, etc.).

**Support:** The Finance Chair reports to the Volunteer Community Director. The Special Olympics Alaska office maintains all Financial Records and can provide assistance upon request.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community.

### **Medical Records Chair**

**Description:** The Medical Records Chair is responsible for ensuring the Special Olympics Alaska Medical Exam Policies and Procedures are adhered to so that athletes may train and compete. Completion of responsibilities will be performed personally by the Medical Records Chair or through the Volunteer Community Director.

**Qualifications:** Experience in records management, as well as accuracy skills and attention to detail; ability to maintain strict confidentiality.

#### **Primary Responsibilities:**

- Know, understand and abide by the Special Olympics Alaska Medical Policies and Medical timeline dates.
- Communicate with athletes and parents/guardians to ensure they know, understand and abide by the Special Olympics Alaska Medical Policies and Medical Deadline dates.
- Serve as the liaison between the CMT and Special Olympics Alaska as well as between the athletes and parents/providers regarding medical records.
- Notify athletes and parents/providers prior to when their Application for Participation (medical forms) will expire.

- Check completed Official Special Olympics Release Forms and Application for Participation for completeness and accuracy according to the instructions and make a copy for the Community files.
- Mail the completed and accurate Official Special Olympics Release Forms and Application for Participation to the Special Olympics Alaska office prior to the medical deadline date.
- Keep accurate Athlete Medical files, including copies of the medical forms and athlete reports.
- Maintain an adequate supply of blank forms/instructions.
- Maintain a file of current medical forms to have on hand at practices, local games and when traveling away from the Community.
- Ensure that coaches have copies of medical forms at each training and competition event.

**Support:** The Medical Records Chair is supported by the Volunteer Community Director. The Special Olympics Alaska office maintains all Athlete Medical Records and can provide assistance upon request.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community. The time commitment increases around medical deadline dates.

### **Fundraising Chair**

**Description:** The Fundraising Chair is responsible for formulating and enacting a fund-raising plan to meet the financial needs of the Community. The completion of responsibilities will be performed by the Fundraising Chair and/or through other Community volunteers.

**Qualifications:** Experience and knowledge in budget planning, special event planning and sales, as well as excellent oral and written communication skills.

#### **Primary Responsibilities:**

- Know, understand and abide by the Special Olympics Alaska fundraising guidelines (i.e., policy regarding United Way grants, “Do not solicit list,” etc.).
- Serve as the Community liaison regarding fundraising matters.
- Understand, and when appropriate, coordinate Community participation in statewide fund raisers which benefit the Community (i.e. Torch Run etc.).
- Maintain records of all fund-raising activities (i.e., cost/gain, net/gross, raffle license reports) and files of fund-raising volunteers, and corporate and community donors.
- Conduct fund-raising activities and represent the Special Olympics fundraising program to volunteers and the public.
- Recognize and thank contributors, event sponsors and volunteers.
- Develop new contacts and funding sources.

**Support:** The Fundraising Chair is supported by the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community.

### **Communications and Public Relations Chair**

**Description:** The Communications and Public Relations Chair is responsible for managing internal and external communication to meet the needs of the Community. The completion of responsibilities will be performed by the Communications and Public Relations Chair and/or other Community volunteers.

**Qualifications:** The Communications and Public Relations Chair must have experience and knowledge in establishing media relations, public awareness campaigns, designing and editing newsletters, writing press releases, and public speaking, as well as excellent oral and written communication skills.

**Primary Responsibilities:**

- Know, understand and abide by the Special Olympics Alaska Official Communications and Public Relations Guide and Special Olympics Alaska Communication Plan (i.e., usage of proper form in media releases).
- Serve as the Community liaison regarding communication matters.
- Ensure Community official materials (i.e., stationery, event programs, newsletters, etc.) use the current Special Olympics logo.
- Ensure that all appropriate printed materials use the credit line.
- Assist with ordering and maintaining supplies.
- Regularly distribute information to athletes, families, volunteers, sponsors and the general public.
- Maintain a current list of local media, such as newspaper, radio, and television
- Establish relationships with TV, radio, and newspapers to publicize your Community activities.
- Conduct presentations, demonstrations and/or exhibits to raise public awareness.

**Support:** The Communications/PR Chair is supported by the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community.

**Volunteer Chair**

**Description:** The Volunteer Chair is responsible for recruiting, coordinating and recognizing Community volunteers. The completion of responsibilities will be performed by the Volunteers Chair and/or through other Community volunteers.

**Qualifications:** The Volunteer Chair must have experience and knowledge in working with volunteers, as well as strong interpersonal and communication skills.

**Primary Responsibilities:**

- Know, understand and ensure all Community volunteers are registered and abide by the Special Olympics Alaska Official Volunteer Registration Policies and Procedures.
- Serve as the Community liaison regarding volunteer matters.
- Ensure that Volunteer Forms are updated annually.
- Review the Class A/B Volunteer Rosters and update as necessary.
- Work with the Volunteer Community Director to assess volunteer needs.
- Recruit volunteers to match the Community needs.
- Ensure through the Volunteer Community Director that all volunteers are trained and understand their roles.
- Develop and implement ways to recognize volunteers for their efforts.

**Support:** The Volunteer Chair is supported by the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community.

### **Family Services Chair**

**Description:** The Family Services Chair is responsible for encouraging and coordinating athlete families' and/or providers' involvement in Community activities. The completion of responsibilities will be performed by the Family Services Chair and/or through other Community volunteers.

**Qualifications:** The Family Services Chair must have experience and knowledge in working with athlete family members/providers, as well as strong interpersonal and communication skills.

#### **Primary Responsibilities:**

- Serve as the Community liaison regarding family/provider matters.
- Create and maintain a mailing list of athlete family members and providers.
- Work closely with the Communications/PR Chair to ensure families/providers receive information about medical timeline dates, training sites and times, competition information, fund-raising and PR news.
- Distribute an annual Planning Calendar in a timely manner.
- Work with the Volunteer Community Director to provide an orientation and welcome for new family members and providers.
- Ensure family members and providers are aware of their responsibilities and expectations (i.e., drop-off and pick-up athlete from practice, attend Community meetings, cheer on athletes at competition, etc.)

**Support:** The Family Services Chair reports to the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community.

### **Athlete Chair**

**Description:** The Athlete Chair serves as a spokesperson for the Community Sub-program, and preferably, is an individual who has participated in the Athlete Leadership Program (ALP). In some cases, a partner or mentor may need to assist the athlete with parts of their role, or until they become comfortable with fulfilling their role on their own.

#### **Primary Responsibilities:**

- Participate as an active member of the CMT regarding issues that come before the CMT.
- Provide information from an athlete's perspective that will ultimately lead to program improvement.

**Qualifications:** Must have three years involvement with Special Olympics Alaska, be at least 18 years of age, and must have participated in ALPS or willing to participate.

**Support:** The Athlete Chair is supported by the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement of the Community.

### **Outreach Chair**

**Description:** The Outreach Chair is responsible for recruiting new athletes. The completion of responsibilities will be performed by the Outreach Chair and/or through other Community volunteers.

**Qualifications:** The Outreach Chair must have experience and knowledge in working with schools and agencies who serve individuals with intellectual disabilities, as well as interpersonal and communication skills.

#### **Primary Responsibilities:**

- Serve as the Community liaison regarding Outreach matters.
- Communicate the Special Olympics Alaska eligibility requirements.
- Work with the Volunteer Community Director to plan and implement athlete growth.
- Maintain a list of potential schools and organizations who serve individuals with intellectual disabilities (i.e., special education directors, adaptive physical education directors, group homes, ARC's, etc.).

**Support:** The Outreach Chair is supported by the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the size and involvement level of the Community.

### **Competition Chair**

**Description:** The Competition Chair is responsible for all aspects of competition at the local level. The completion of responsibilities will be performed by the Competition Chair and/or through other Community volunteers.

**Qualifications:** The Competition Chair must have experience and knowledge in planning and implementing a sports competition event.

#### **Primary Responsibilities:**

- Oversee a Games Organizing Committee.
- Conduct all Special Olympics Alaska community games, ensuring all Special Olympics Alaska standards and guidelines, as outlined in the Community Games Sanction form, are adhered to.

**Support:** The Competition Chair is supported by the Volunteer Community Director. Resource materials are available through the Volunteer Community Director.

**Time Commitment:** The number of hours per week depends on the number of competitions held by the Community.