



ATHLETE LEADERSHIP ASSISTANT

Job Description

Reports to: Athlete Leadership Coordinator

Location: State Support Office (Goodyear)

Supervises: Interns, Volunteers

Last Update: November 2023

Pay Range: \$14.35 - \$15/hour

Position Summary: This is a part-time, non-exempt position responsible for supporting SOAZ's Athlete Leadership Coordinator and Athlete Leadership Programs including, Athlete Leadership Councils, Health Messengers, Fitness Captains, Global Messengers, Unified Leadership, special events, competitions, and other program initiatives as assigned. This position includes administrative duties, recruitment, outreach, and event planning and support.

Job Responsibilities: The following examples are intended only as illustrations of the duties of this position. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to, or logical assignments of the position.

Program Implementation, Outreach & Growth:

- Support the Athlete Leadership Coordinator with the implementation and growth of all Athlete Leadership programs and initiatives.
- Directly support the Athlete Leadership Councils by educating and training individuals with intellectual and developmental disabilities, increasing the number of athletes in meaningful roles, and identifying opportunities to showcase Athlete Leaders skills and talents.
- Assist in the development, coordination, and execution of Athlete Leadership and Unified Leadership trainings.
- Assist in the creation of Athlete Leadership Program materials including but not limited to trainings, flyers, signs, banners, and handouts.
- Expand the reach of the Athlete Leadership Program and SOAZ overall by participating in speaking events, fundraising and development events, meetings, and conferences as assigned.

Administration:

- Assist in designing, packing, and shipping Athlete Leadership Program supplies and incentives and manage Athlete Leadership equipment and incentive inventory.
- In collaboration with the Athlete Leadership President, create agendas for Athlete Leadership Council Meetings and manage incoming Athlete Leadership applications.
- Answer calls and respond to emails or other forms of communication regarding the Athlete Leadership Program.
- Keep the Athlete Leadership Program contact list and volunteer tracking current and up to date.
- Following Healthy Athletes screenings, reach out to athletes who need follow-up care and provide resources to help them connect to care.
- Prepare all necessary reports and paperwork in a timely and legible fashion (i.e., purchase orders, credit card reconciliation, staff reports, entry forms, grant reports, in-kind donation tracking, etc.).
- Ensure compliance with Special Olympics guidelines, policies, and standards, SOI General Rules, and adhere to SOI/SONA Risk Management policies and practices at all levels to protect SOAZ and prevent loss.

Organizational:

- Follow the strategic plan of Special Olympics Arizona to continue to meet goals and objectives while helping to maintain a sustainable program structure and growth.
- Establish and cultivate relationships with supporters essential to the success and continual enhancement of Special Olympics Arizona programs.
- Assist with new strategies to increase awareness of the Special Olympics Arizona Unified Movement.
- Other duties as assigned by the supervisor.



Qualifications/Required Skills:

Screening:	Must pass Criminal/National Sex Offender Registry background screening. (Required for all staff)
Education & Experience:	Must have a High School diploma or equivalent. Preferred candidates will have one year's experience in communications, customer service, working with a vulnerable population, or a related field. Experience working with individuals with intellectual and developmental disabilities or participation in SOAZ's Athlete Leadership Program is preferred.
Knowledge & Skills:	Skills in Microsoft Office Applications (Microsoft Word, Excel, and PowerPoint). Ability to communicate effectively and comfortable with public speaking. Time management skills, including working on multiple projects with competing deadlines. Detail-oriented, self-motivated, and comfortable working in a team environment. Experience with Canva or other design platform is preferred.
Physical Demands Include:	Working in confined spaces, in heat, cold, and inclement weather. Equipment, truck, and trailer training will be provided, and reasonable accommodations for physical demand limitations can be made.
Transportation & Travel:	In-state and out-of-state travel may be required. Must have reliable transportation for job responsibilities. Fulfill assignments with reliability and punctuality. SOAZ may help with transportation credits to and from the office during two assigned workdays (with the ability to add additional credits if needed).
Work Schedule:	This position's work schedule will be determined by the demands of the position and is limited to a 15-hour work week, which may occasionally include evenings, weekends, and some in-state travel. The supervisor must previously authorize overtime. Unapproved overtime will result in disciplinary action up to and including termination.

NOTE: This job description is not intended to be all-inclusive. Employees may perform other related duties as negotiated to meet the organization's ongoing needs.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, 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.

Special Olympics Arizona values a diverse and inclusive community where all individuals feel valued and respected. We are committed to using our platform to break through underrepresentation, promote unity, and encourage inclusion as an organization, employer, and member of our Arizona community, because we are better together.

Interested candidates can email their resume to saul@specialolympicsarizona.org