

*Are you looking to get involved???*

The 100 Mile House Chapter of Special Olympics is looking to attract more volunteers for their program.

They are in need of a Local Coordinator and can always use more people to become coaches in the bowling and golf programs.

The local coordinator job description is included below.

If you are interested in learning more, please contact us and we will connect you with the chapter.

Cedar Crest Society  
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100 Mile House, B.C.  
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# Local Coordinator

## Job Description

Welcome! You have agreed to take on a vital role in your community's Special Olympics organization. The Local Coordinator acts as a leader within your local and an advocate within your community. You will be supported by eager volunteers and SOBC staff who will assist you in leading the way through fun filled, exciting sport seasons as well as numerous sport related opportunities for our athletes. Thank you for considering the position and we look forward to working with you!

## Responsibilities

- Engage in continuous learning about Special Olympics events and organizational goals.
- Educate the coaches and volunteers within the community of the executives goals
- Assist Special Olympics staff in achieving and implementing initiatives at the grassroots level
- Represent the Local's point of view at Regional & Provincial meetings
- Actively communicate with the Provincial Office & Regional Coordinators and in turn relay information in a timely manner to the appropriate volunteers
- Provide direction and guidance to volunteers within the local in respect to their specific duties. Assist in finding answers when questions arise, and encourage continuous learning for coaches, volunteers and athletes
- To oversee and participate in the operation of the local

## SPECIFIC DUTIES

- Schedule, set agendas for and chair a minimum of 10 executive meetings per year
- Ensure that policies and procedures are adhered to
- Host and coordinate an Annual General Meeting
- Be the main contact for the local and connect information to appropriate people
- Attend annual Regional meetings and conferences
- Assist the Treasurer in the creation of a yearly budget to be voted on by the committee
- Develop the strategic plan for the Local with input from coaches and the executive

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*"The committee works hard and creatively problem solves when difficulties arise. We have fun and strive to hear what the athletes have to say..." -Marilyn McLean, SOBC – Kelowna Local Coordinator*

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