



Philadelphia Sports Coordinator Position

Supervisor: Sports Director, Philadelphia

Status: Non –paid position

Position Description: To assist in the planning and implementation of all Philadelphia sports trainings sites and competition events.

Position Characteristics: Looking for an individual with strong leadership skills, easily self-motivated, highly organized, exhibits pro-active communication, and is ready to work in a fun and dynamic environment!

Position Responsibilities:

- Work with Sports Director to plan and oversee all local competitions and manage volunteers working at the event.
- Assist with the planning and execution of all current and new sports training sites.
- Ensure all sports training sites have sufficient number of coaches to support training and competition requirements.
- Ensure adequate training sites are secured for each sport and all needed sports equipment is available.
- Visit and evaluate training sites to assess the appropriateness of training and ensure that athlete documentation is maintained.
- Equipment inventory, ordering, loading, and unloading for events
 - Physical ability to be able to lift up to 20 lbs
- Create or update Microsoft (Word, Excel, PowerPoint & Publisher) documents
- As directed, contact athletes, volunteers and SOPA staff to confirm/request information
- Scan and file electronic and paper forms
- Monitor and post content on Facebook page

Position Requirements:

Flexible! Work will entail approximately 10 hours of weekly work.

Qualifications Desired:

- Fluency with Microsoft Word (knowledge of Excel, PowerPoint & Publisher are helpful too)
 - Training available if not fluent
- Good oral and written communication skills
- Ability to work independently and in a group setting
- Great organizational skills and detail-oriented
- Personable and ability to work with a variety of people

Location:

The office is business casual environment in Northeast Philadelphia area.

To obtain further information, please contact:

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Sports Director, Special Olympics PA-Philadelphia
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Organization Description:

Special Olympics Pennsylvania (SOPA) provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. For more information about how SOPA inspires greatness, visit www.specialolympicspa.org.