**Job Title: Community Director**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Community Director plays a pivotal role in managing and enhancing Special Olympics Alaska programs within a designated area. This position ensures year-round availability of quality sports training and competitions for all eligible individuals while also serving as a crucial link between the local community and the SOAK office.

**Key Qualifications:**

* **Knowledge of Special Olympics Alaska:** Familiarity with the mission, philosophy, and general sports rules of SOAK.
* **Leadership and Motivation:** Experience in motivating and managing teams.
* **Communication Skills:** Strong public speaking and interpersonal skills.
* **Organizational Proficiency:** Exceptional organizational and computer skills.
* **Experience in Relevant Areas:** Demonstrated ability in public relations, volunteer management, sports training, competitions, and fundraising.

**Responsibilities:**

* **Business and Sports Planning:** Develop and submit an annual Business and Sports Plan as part of SOAK accreditation.
* **Fundraising and Financial Oversight:** Create fundraising strategies and financial plans.
* **Team Management:** Oversee the Community Management Team, ensuring effective collaboration and engagement.
* **Recruitment and Training:** Manage the recruitment and training processes for athletes and volunteers.
* **Adherence to Deadlines:** Ensure compliance with all SOAK dates and deadlines.
* **Risk Management:** Address all risk management issues to safeguard participants and volunteers.
* **Policy Compliance:** Ensure adherence to SOAK rules, policies, and standards.

**Additional Duties:**

* Carry out other projects and responsibilities as assigned by the Community Programs Manager.

**Work Schedule:**

* **Time Commitment:** 10-20 hours per week, with flexibility for some evenings and weekends.
* **Compensation:** This is a volunteer position; no compensation or benefits are provided.

**Job Title: Finance Chairman**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Finance Chairman plays a crucial role in the financial administration of the Community, ensuring that all financial matters are managed accurately and transparently. This position is essential for maintaining the financial integrity of the organization and supporting the overall mission of Special Olympics Alaska.

**Key Qualifications:**

* **Bookkeeping Expertise:** Experience in bookkeeping practices, including accounts payable, bank reconciliation, and preparation of financial statements.
* **Knowledge of Financial Policies:** Familiarity with nonprofit financial management and adherence to established financial policies and procedures.
* **Attention to Detail:** Strong analytical skills and meticulous attention to detail in managing financial records and transactions.
* **Confidentiality:** Ability to handle sensitive financial information with discretion and maintain confidentiality.

**Primary Responsibilities:**

1. **Financial Policy Compliance:** Understand and adhere to all SOAK financial policies and procedures, ensuring compliance in all financial activities.
2. **Confidentiality Maintenance:** Safeguard the confidentiality of financial matters, ensuring that sensitive information is protected at all times.
3. **Community Liaison:** Serve as the primary liaison for the Community regarding financial matters, addressing inquiries and providing guidance as needed.
4. **Accurate Financial Record Keeping:** Maintain accurate and comprehensive financial records, including:
	* + Income and disbursement records
		+ Receipts and bank statements
		+ Travel expenses, invoices, and bills
	* Ensure that all records are organized and up-to-date for easy reference and auditing purposes.
5. **Collaboration with the Community Director:** Work closely with the Community Director to ensure that financial operations align with the Community's goals and support program activities.
6. **Support from SOAK Office:** Collaborate with the SOAK office for financial record maintenance and support with any financial requests or reporting needs.

**Support Structure:**

* The Finance Chairman reports directly to the Community Director, who provides oversight and support in fulfilling the financial responsibilities of the role.

**Time Commitment:**

* The number of hours required per week will vary based on the size and level of involvement of the Community. Flexibility is expected to accommodate peak financial periods, such as budgeting or reporting cycles.

**Job Title: Fundraising Chair**

**Location:**Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Fundraising Chair plays a vital role in developing and implementing a comprehensive fundraising plan to meet the financial needs of the Community. This position requires creativity, strategic thinking, and strong communication skills to engage volunteers, donors, and the wider community in support of Special Olympics Alaska's mission.

**Key Qualifications:**

* **Fundraising Expertise:** Experience in budget planning, special event planning, and sales, with a strong track record of successful fundraising initiatives.
* **Communication Skills:** Excellent oral and written communication abilities, allowing for effective engagement with donors, volunteers, and community members.
* **Organizational Skills:** Strong organizational skills to manage multiple fundraising activities and maintain accurate records.

**Primary Responsibilities:**

1. **Fundraising Guidelines Compliance:** Understand and adhere to all SOAK fundraising guidelines, including policies related to United Way grants and the “Do Not Solicit” list.
2. **Community Liaison:** Act as the primary liaison for the Community regarding fundraising matters, addressing questions and coordinating efforts among volunteers and stakeholders.
3. **Coordination of Statewide Fundraisers:** Understand and, when appropriate, coordinate Community participation in statewide fundraising events that benefit the Community, such as the Torch Run.
4. **Record Keeping:** Maintain comprehensive records of all fundraising activities, including:
	* + Cost/gain analysis
		+ Net/gross income from events
		+ Raffle license reports
	* Keep organized files of fundraising volunteers, corporate partners, and community donors.
5. **Execution of Fundraising Activities:** Lead and conduct fundraising activities, ensuring representation of the Special Olympics program to volunteers and the public.
6. **Recognition and Appreciation:** Develop and implement strategies to recognize and thank contributors, event sponsors, and volunteers for their support, fostering ongoing relationships.
7. **Networking and Development:** Identify and develop new contacts and funding sources to enhance the Community's fundraising efforts and expand its reach.

**Support Structure:**

* The Fundraising Chair reports directly to the Community Director, who provides guidance and access to resource materials to assist in fulfilling fundraising responsibilities.

**Time Commitment:**

* The number of hours required per week will vary based on the size and involvement level of the Community, with the flexibility needed to accommodate planning and execution of fundraising events.

**Job Title: Communications/Public Relations Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Communications/Public Relations Chair is essential for managing both internal and external communications that promote the mission and activities of Special Olympics Alaska. This role involves fostering relationships with the media, crafting public awareness campaigns, and ensuring that all communications align with organizational guidelines.

**Key Qualifications:**

* **Media Relations Experience:** Proven experience in establishing and maintaining media relations, with a focus on promoting community initiatives.
* **Public Awareness Campaigns:** Knowledge in designing and executing public awareness campaigns that effectively convey the mission and values of Special Olympics Alaska.
* **Writing and Editing Skills:** Strong skills in writing and editing newsletters, press releases, and other promotional materials, ensuring clarity and engagement.
* **Public Speaking Ability:** Excellent oral communication skills, with experience in delivering presentations and engaging with diverse audiences.

**Primary Responsibilities:**

1. **Compliance with Communication Guidelines:** Understand and adhere to the SOAK Official Communications and Public Relations Guide and the SOAK Communication Plan, including the proper use of media release forms.
2. **Community Liaison:** Act as the primary liaison for the Community regarding all communication matters, facilitating effective information flow between stakeholders.
3. **Material Management:**
	* Ensure that all official community materials (stationery, event programs, newsletters, etc.) use the current Special Olympics logo and appropriate credit lines.
	* Assist in ordering and maintaining supplies for communication purposes.
4. **Information Distribution:**Regularly distribute information to athletes, families, volunteers, sponsors, and the general public, ensuring timely and accurate communication of events and updates.
5. **Media Relations:**
	* Maintain a current list of local media contacts, including newspapers, radio stations, and television networks.
	* Establish and nurture relationships with media outlets to publicize community activities effectively.
6. **Public Awareness Initiatives:**
	* Conduct presentations, demonstrations, and/or exhibits to raise public awareness about Special Olympics and its impact on the community.
	* Collaborate with other team members to create engaging content for outreach efforts.

**Support Structure:**

* The Communications/Public Relations Chair reports directly to the Community Director, who provides guidance and resources to support communication initiatives.

**Time Commitment:**

* The number of hours required per week will vary based on the size and involvement level of the Community, with the flexibility needed for planning and executing communication activities and campaigns.

**Job Title: Volunteer Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Volunteer Chair is instrumental in recruiting, coordinating, and recognizing the invaluable contributions of volunteers within the Community. This role requires a commitment to fostering a positive volunteer experience and ensuring that all volunteers are effectively trained and supported.

**Key Qualifications:**

* **Volunteer Management Experience:** Proven experience and knowledge in working with volunteers, understanding their motivations and how to engage them effectively.
* **Interpersonal Skills:** Strong interpersonal and communication skills to build relationships with volunteers and ensure their needs are met.

**Primary Responsibilities:**

1. **Volunteer Registration Compliance:** Understand and ensure that all Community volunteers are properly registered and adhere to the SO-AK Official Volunteer Registration Policies and Procedures.
2. **Community Liaison:** Serve as the primary liaison for volunteer matters within the Community, facilitating communication between volunteers and leadership.
3. **Form Management:** Ensure that all Volunteer Forms are updated annually and accessible to all volunteers.
4. **Roster Review:** Regularly review the Class A/B Volunteer Rosters, updating as necessary to maintain accurate records of active volunteers.
5. **Volunteer Needs Assessment:** Collaborate with the Community Director to assess the Community’s volunteer needs and identify areas where additional support is required.
6. **Recruitment Efforts:** Develop and implement strategies to recruit volunteers that align with the Community’s needs, actively seeking out individuals who can contribute.
7. **Training and Orientation:** Ensure, in collaboration with the Community Director, that all volunteers receive appropriate training and understand their roles and responsibilities.
8. **Recognition Initiatives:** Develop and implement ways to recognize and appreciate volunteers for their contributions, fostering a culture of gratitude and engagement.

**Support Structure:**

* The Volunteer Chair reports directly to the Community Director, who provides support and access to resource materials to assist in volunteer management efforts.

**Time Commitment:**

* The number of hours required per week will vary based on the size and involvement level of the Community, with the flexibility needed to accommodate recruitment drives, training sessions, and recognition events.

**Job Title: Family Services Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Family Services Chair plays a vital role in fostering the involvement of athlete families and Group Home providers in Community activities. This position focuses on building strong relationships with families, ensuring they are informed, engaged, and supported throughout their involvement with Special Olympics Alaska.

**Key Qualifications:**

* **Experience with Families:** Proven experience and knowledge in working with athlete family members and providers, understanding their needs and perspectives.
* **Interpersonal Skills:** Excellent interpersonal and communication skills to effectively connect with families and build rapport.

**Primary Responsibilities:**

1. **Community Liaison:** Act as the primary liaison for family and Group Home providers matters within the Community, addressing questions and facilitating communication between families and program leadership.
2. **Mailing List Management:** Create and maintain an up-to-date mailing list of athlete family members and providers to ensure effective communication.
3. **Collaboration with Communications/PR Chair:** Work closely with the Communications/PR Chair to ensure families and providers receive timely information about:
	* + Medical timelines
		+ Training sites and times
		+ Competition information
		+ Fundraising and public relations news
4. **Annual Planning Calendar:** Distribute an annual Planning Calendar to families and providers in a timely manner, outlining key dates and events for the Community.
5. **Orientation for New Families:** Collaborate with the Community Director to provide an orientation and welcome for new family members and providers, helping them understand how to get involved.
6. **Education on Responsibilities:** Ensure that family members and providers are informed about their responsibilities and expectations, such as:
	* + Dropping off and picking up athletes from practice
		+ Attending Community meetings
		+ Supporting athletes at competitions

**Support Structure:**

* The Family Services Chair reports directly to the Community Director, who provides support and access to resource materials to assist in fulfilling the responsibilities of the role.

**Time Commitment:**

* The number of hours required per week will vary based on the size and involvement level of the Community, with the flexibility needed for organizing events, orientations, and communication efforts.

**Job Title: Athlete Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Athlete Chair serves as a vital spokesperson for the Community Sub-program, representing the interests and perspectives of athletes. This role is ideally filled by an individual who has participated in the Health Messenger Training or Fitness Captain Training, ensuring that athletes' voices are heard in decision-making processes.

**Key Qualifications:**

* **Experience with SO-AK:**
	+ A minimum of three years of involvement with Special Olympics Alaska.
* **Age Requirement:**
	+ Must be at least 18 years of age.
* **Health Messenger Training or Fitness Captain Participation:**
	+ Must have participated in the Health Messenger Training or the Fitness Captain Training or be willing to participate in it.

**Primary Responsibilities:**

1. **Active Participation in Community Management Team (CMT):** Serve as an active member of the CMT, engaging in discussions and decision-making regarding issues that affect the Community.
2. **Athlete Perspective Advocacy:** Provide insights and feedback from an athlete’s perspective to help inform program improvements and enhance the overall experience for athletes within the Community.
3. **Collaboration with Supporters:** Work collaboratively with partners or mentors when needed, particularly in the early stages of the role, to ensure effective communication and representation.
4. **Engagement with Fellow Athletes:** Foster relationships with other athletes to gather their thoughts and concerns, ensuring that a diverse range of perspectives is represented.

**Support Structure:**

* The Athlete Chair reports directly to the Community Director, who provides guidance and access to resources necessary for fulfilling the responsibilities of the role.

**Time Commitment:**

* The number of hours required per week will vary based on the size and involvement of the Community, with the flexibility needed to accommodate meetings and athlete engagement activities.

**Job Title: Outreach Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Outreach Chair plays a crucial role in recruiting new athletes for Special Olympics Alaska by connecting with schools and agencies that serve individuals with intellectual disabilities. This position focuses on expanding participation and fostering inclusivity within the Community.

**Key Qualifications:**

* **Experience with Relevant Organizations:** Knowledge and experience working with schools and agencies that support individuals with intellectual disabilities.
* **Communication Skills:** Strong interpersonal and communication skills to effectively convey information about the program and eligibility requirements.

**Primary Responsibilities:**

1. **Community Liaison:** Serve as the primary liaison for Outreach matters within the Community, establishing connections with potential partners and stakeholders.
2. **Athlete Growth Planning:** Collaborate with the Community Director to develop and implement strategies aimed at increasing athlete participation and engagement.
3. **Resource Management:** Maintain an up-to-date list of potential schools and organizations that serve individuals with intellectual disabilities, including:
	* + Special education directors
		+ Adaptive physical education directors
		+ Group homes
		+ Advocacy organizations (e.g., ARC’s)
4. **Outreach Initiatives:** Design and execute outreach initiatives that raise awareness about Special Olympics programs and encourage participation among potential athletes.
5. **Communication of Eligibility Requirements:** Clearly communicate eligibility requirements to interested schools, agencies, and families, ensuring that all potential athletes have the necessary information to join.

**Support Structure:**

* The Outreach Chair reports directly to the Community Director, who provides guidance and access to resource materials to assist in outreach efforts.

**Time Commitment:**

* The number of hours required per week will vary based on the size and involvement level of the Community, with the flexibility needed for outreach activities and events.

**Job Title: Competition Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Competition Chair is responsible for managing all aspects of local competitions within the Community. This role is essential for ensuring that events are well-organized, adhere to established guidelines, and provide a positive experience for athletes.

**Key Qualifications:**

* **Event Planning Experience:** Proven experience and knowledge in planning and implementing sports competition events, with a focus on organization and execution.

**Primary Responsibilities:**

1. **Games Organizing Committee Oversight:** Lead and oversee a games organizing committee, assigning roles and responsibilities to ensure a successful event.
2. **Conducting Community Games:** Plan and conduct all SO-AK community games, ensuring compliance with SO-AK standards and guidelines as outlined in the Community Games Sanction form.
3. **Event Coordination:** Coordinate all logistical aspects of competitions, including venue selection, scheduling, equipment procurement, and volunteer management.
4. **Athlete Experience Focus:** Ensure that competitions are designed with the athlete experience in mind, promoting sportsmanship, inclusion, and fun.
5. **Communication:** Maintain clear communication with athletes, coaches, and volunteers regarding event details, schedules, and any changes.
6. **Collaboration with Sports and Training Chair:** Work closely with the Sports and Training Chair to align training programs with the sports schedules and practice requirements.

**Support Structure:**

* The Competition Chair reports directly to the Community Director, who provides support and access to resource materials necessary for planning and executing competitions.

**Time Commitment:**

* The number of hours required per week will vary based on the number of competitions held by the Community, with flexibility needed to accommodate preparation and event days.

**Job Title: Sports and Training Chair**

**Location:** Special Olympics Alaska (SOAK)
**Position Type:** Part-time Volunteer

**Overview:**

The Sports and Training Chair is a key role within the volunteer community team, responsible for developing and overseeing sports training programs for athletes. This position focuses on enhancing the skills, fitness, and overall experience of athletes in preparation for competitions, ensuring a supportive and inclusive environment.

**Key Qualifications:**

* **Sports Coaching Experience:** Proven experience in coaching or training athletes, preferably in a sports or recreational setting.
* **Knowledge of Special Olympics:** Familiarity with Special Olympics training methodologies, rules, and best practices for athletes with intellectual disabilities.
* **Strong Leadership and Communication Skills:** Ability to lead, motivate, and communicate effectively with athletes, coaches, and volunteers.

**Primary Responsibilities:**

1. **Program Development:** Design and implement training programs tailored to the needs and abilities of athletes, focusing on skill development, physical fitness, and teamwork.
2. **Training Coordination:** Schedule and oversee regular training sessions, ensuring that they are organized, engaging, and inclusive for all participants.
3. **Volunteer Management:** Recruit, train, and manage volunteers and coaches who will assist with sports training, providing them with the necessary resources and support.
4. **Athlete Support and Development:** Foster a positive training environment that encourages athlete participation and growth, addressing individual needs and goals.
5. **Safety and Compliance:** Ensure that all training activities adhere to safety standards and best practices, maintaining a safe and supportive environment for athletes.
6. **Collaboration with Competition Chair:** Work closely with the Sports and Competition Chair to align training programs with competition schedules and requirements.
7. **Feedback and Evaluation:** Gather feedback from athletes and volunteers on training effectiveness and make adjustments as necessary to enhance the program.

**Support Structure:**

* The Sports and Training Chair reports directly to the Community Director, who provides guidance and access to necessary resources to support program implementation.

**Time Commitment:**

* The number of hours required per week will vary based on training schedules and the number of athletes involved, with flexibility needed to accommodate training sessions and events.