

Area Director:

**DESCRIPTION:** The Area Director is responsible for providing strategic leadership and overall managerial and administrative responsibility for Special Olympics Maryland, St Mary's County in accordance with the standards, policies and procedures set forth by Special Olympics Maryland. The Area Director is appointed by Special Olympics Maryland in consultation with members of the local Management team.

Assistant Area Director:

**DESCRIPTION:** The Assistant Area Director will assist and support the Area Director in the duties assigned and represent the Area Director in his/her absence and the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Athlete Representative:

**DESCRIPTION:** The Athlete Representative is responsible for working with the Outreach Coordinator to ensure that the view of the athletes is adequately represented in the Area and for serving as the athlete spokesperson to the Area Management Team.

Facilities Coordinator:

**DESCRIPTION:** The Facilities Coordinator is responsible for all aspects of scheduling practice fields and other areas for practices and games and for serving as a member to the Area Management Team. The Facilities Coordinator will interface between the Assistant Area Director and the Sports Director.

Family Coordinator:

**DESCRIPTION:** The Family Coordinator is responsible for developing and overseeing the Area support network for families and to connect Special Olympics families with prospective/new families of individuals with intellectual disabilities.

Financial Coordinator:

**DESCRIPTION:** The Financial Coordinator is responsible for all aspects of the financial administration for the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland. This volunteer should have experience with basic accounting and reporting procedures.

Fundraising/Special Events Coordinator:

**DESCRIPTION:** The Fundraising Coordinator is responsible for overseeing and managing the fundraising activities for the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland. The Special Events Coordinator is responsible for organizing all special events, such as major fundraisers for the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Medical Coordinator:

**DESCRIPTION:** The Medical Coordinator is responsible for all medical related activities within the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Outreach Coordinator:

**DESCRIPTION:** The Outreach Coordinator is responsible for recruiting new athletes and raising awareness of Special Olympics in the local community for the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Public Relations Coordinator:

**DESCRIPTION:** The Public Relations Coordinator is responsible for promoting and advertising Area program events, sports and athletes within the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Registration Coordinator:

**DESCRIPTION:** The Registration Coordinator is responsible for accurate entry and organization of Volunteer Applications and Athlete Medical Forms within the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Secretary:

**DESCRIPTION:** The Secretary is responsible for accurate entry and organization of Volunteer Applications and Athlete Medical Forms within the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Volunteer Coordinator:

**DESCRIPTION:** The Volunteer Coordinator is responsible for recruiting, coordinating, recognizing and managing volunteers within the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Website/Data Coordinator:

**DESCRIPTION:** The Website/Data Manager is responsible for developing, coordinating, and managing the website for the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.

Sports Director:

**DESCRIPTION:** The Sports Director is responsible for assessing the needs for competition, for developing and implementing quality competition throughout the Area and is in charge of all sports coordinators and their coaches while representing the Area program in accordance with the standards, policies and procedures set forth by Special Olympics Maryland.