

# **SPORTS COORDINATOR**

## **JOB DESCRIPTION**

Updated April 21, 2021

- Read and follow the Volunteer Code of Conduct
- Responsibilities include:
  - Assist the Sport Director with the following
    - Sign-ups
    - Practice venues & schedule
  - Assign athletes to coaches/teams; consider their skill level & age, size
  - Attend Coaches training as soon as possible (Scheduled by Sports Director thru SOSD)
  - Conduct Initial Coach's meeting
    - Pass out team rosters or lists as required
    - Pass out copies of Competition Guide, Codes of Conduct or other necessary information
  - Attend practices as needed
  - Oversee the coaches throughout season
    - Practices should be efficient and productive
    - Ensure coaches go through code of conduct with the athletes several times during season
    - Be available to assist coaches
    - Ensure coaches take attendance at practices
    - Communicate guidelines to coaches & other volunteers
      - Review Code of Conduct
      - Communicate any changes in practice schedules to Sport Director and Coaches/Volunteers
      - Continually communicate to Sport Director any changes to athlete participation, whether athlete rides bus, eats with Sioux Falls Fireworks, if families ask about rooms, if families want to attend dance, etc
      - Hand out applicable information to coaches/volunteers and athletes
  - Answer parents/guardians/staff/athlete/coaches questions and concerns
    - Elevate to Sport Director when necessary
  - Address behavior concerns at practices/events and report these issues to Sport Director. The Sport Director will determine what actions need to be taken
    - Persons involved will be asked to send written account (email) within 24 hrs
    - Minor problems with anyone's behavior or actions, which become repetitive, should be reported to Sport Director
- Work with Equipment & Uniform Volunteer to pass out and return equipment & uniforms

- Communicates any needs or questions from coaches
- Maintain the Physical Binder:
  - Confidential Information Volunteer will provide binder prior to the first practice.
  - Binder must be available at all practices, area & state events in case of emergency or medical issues/questions
  - Confidential Information Volunteer will be in contact with you to retrieve binder within one week after state event
- Provide all information necessary requested from Sport Director for area and state registration by their deadline
  - Make sure coaches have communicated athlete scratches to your prior to registration.
- While at hotels, assist the Sport Director in keeping all athletes and volunteers on task so we stay on schedule
- Encouraged to attend monthly Sioux Falls Fireworks Committee meetings during their sport season or if unable, provide written input to Sport Director prior to meeting.
- Sioux Falls Fireworks will provide Sioux Falls Fireworks Volunteers with transportation, meals, lodging and registration fees at Area and State events

### **REQUIREMENTS**

- Skilled in dealing with a variety of people and situations
- Knowledge and understanding of Special Olympics
- Must be available to travel to all events
- Must be available to help coach and chaperone
- Must be able to work in a variety of climates; and lift, carry and transport equipment
- Minimum age of 21 years old
- Must have an approved volunteer application on file with SOSD