



Transition and Health Program Coordinator

Job Description

Reports to: Health Programs Manager

Position Summary: This is a full-time position which provides coordinative support to the Support Services Office. This position includes, but is not limited to, program implementation, event planning, grant reporting, and transition and health program development. It includes various strategies (e.g. outreach, recruitment, retention) intended to increase participation with SOAZ programs.

Job Responsibilities: Primary responsibilities include implementation of athlete transition programs, Healthy Athletes screenings events, Unified Fitness programs and other support programs as needed to ensure all program goals/objectives are met. Specific duties of this position include:

- Plan, coordinate, and execute all Healthy Athlete screening events, including free physical day events statewide
- Oversees implementation of Health Programs including but, not limited to Healthy Athletes, Healthy LEAP into Fitness, Health Leadership Committee, Health Education programs, and Unified Fitness Clubs
- Oversee and support the development, implementation, and maintenance of a transition program to support participation in Unified Sports throughout all stages of progression in education (e.g. preschool → elementary school → middle/junior high → high school → college → adulthood)
- Develop and implement a statewide plan to provide appropriate and effective transition programs and services
- Facilitate pilot programs for health education in school and community programs/ delegations
- Facilitate the tracking of health data for all SOAZ health and transition programs
- Serves as a liaison to support district administration, school staff and parents regarding opportunities and activities that support SOAZ Athletes progress in SOAZ and the communities
- Develop and execute a plan to train coaches on integrating health education into Unified Champion Schools and local community programs
- Connect with organizations and resources for students with disabilities regarding transition assessment results and postsecondary goals related to education/training, employment, and independent living if appropriate
- Work with programming and operations staff to support outreach and SOAZ events (e.g. conferences, meetings, presentations, events, etc.) through preparation, promotion, and day-of assistance
- Research, foster, and maintain opportunities for program growth and funding by directly supporting the procurement of funds and partnerships to support transition and health programming
- Develop internal communication and collection processes for program tracking purposes, record keeping, and grant reporting and fulfillment
- Assist with establishing and maintaining budgets for transition, health, UCS and other programs as needed
- Provide direct support to Program staff by completing data entry and administrative duties including scheduling, compiling meeting minutes, and preparation of necessary deliverables, reports, and paperwork
- Maintain regular communication with Area Directors, Program staff and advise on best practices and support program development and sustainability in their respective areas
- Ensure all activities conform to SOI General Rule/SOAZ Policies.
- Provide leadership, assistance, guidance and support to staff and volunteers sufficient to inspire and motivate those individuals to achieve success and strive for excellence in their SOAZ activities.
- Contribute to SOAZ publications by compiling content to be distributed through SOAZ social media channels
- Adheres to SOI/SONA Risk Management polices/practices at all levels to protect SOAZ and prevent loss



Qualifications/Required Skills:

Passion for Special Olympics Arizona

- Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)
- Education:** Bachelor’s degree in recreation/sports management, education, nonprofit, or related field.
- Experience:** Working in sports field and/or working individuals with Intellectual disabilities.
- Knowledge:** Special Olympics Arizona, Unified Champion Schools program, basic computer applications.
- Skills:** Strong organizational, ability to manage multiple projects and efficient time management, effective verbal and written communication skills, public speaking and customer service skills.
- Physical Demands Include:** Standing, walking, climbing ladders, squatting, lifting through full range (must be able to lift a min of 25 lbs), working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.
- Transportation:** Must have own reliable transportation, a valid AZ driver’s license, a good driving history, and fulfill assignments with reliability and punctuality,
- Work Schedule:** This position’s work schedule will be determined by the demands of the position and is limited to a 40 hour work week pending events; including evenings, weekends, and some in-state travel. Overtime must be previously authorized by supervisor and will be paid whether approved or not. Unapproved overtime will result in disciplinary action up to and including termination.

MISSION

The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.

Programs Coordinator Signature Date

Director of Assets Signature Date

Senior Director of Support Programs Signature Date