

VILLAGE OF PROGRESS, INC.
JOB DESCRIPTION

JOB TITLE: Special Olympic Coach

RESPONSIBLE TO: Program Manager

DATE: 2/2025

FLSA STATUS

EXEMPT:

NONEXEMPT: X

EMPLOYMENT STATUS

REGULAR	
TEMPORARY	
VARIES	X
FULL-TIME	
PART-TIME	
VARIES	X

PRIMARY RESPONSIBILITIES:

1. Special Olympic Coach.
2. Follow Village of Progress Employee Responsibilities (See VOP Employee Responsibilities description)

SPECIFIC DUTIES:

#1 - Special Olympic Coach

- Complete entry information for every athlete participating in Special Olympic sports.
- Gives Olympic information to all new consumers within 30 days of enrollment.
- Writes Special Olympic information on events, releases and follow-up and shows Program Manager and Executive Director before distributing to consumer or parents.
- Prepares and conditions the athletes for bowling, basketball, and track and field events.
- Prepares uniforms for all athletes for all Olympic events.
- Attends Special Olympic meetings, seminars and training sessions required for the Village of Progress Special Olympics Program. Also runs Special Olympics parent meetings.
- Supervises Special Olympians on weekend and evening competitions
- Provides Olympic information at staffings so informed discussion and decisions can be made in regard to the Olympic Program.
- Become and maintain ADSP authorization for Special Olympic participants.

#2 – Village of Progress Employee Responsibilities (See VOP Employee Responsibilities description)

PERSONNEL UNDER DIRECT SUPERVISION: None

MINIMUM QUALIFICATIONS:

High school diploma or GED, willingness to get CPR and First Aid certified, willingness to be trained in Aggression Management, Direct Support Person trained or willingness to get DSP training through VOP

DESIREABLE QUALIFICATIONS:

Degree from junior college in related area with three years' experience in the training and supervision of disabled adults

Village of Progress Job Descriptions are guidelines. They are not intended to identify every task that an employee will be asked to do. Job Descriptions are intended to provide a general outline of the work, responsibilities and qualifications of the position. Employees are expected to provide whatever assistance is needed so that consumer and organizational success can be achieved. If an employee has a medical restriction that affects a duty listed in the employee's job description or functional analysis, RN must be provided with a copy of the doctor's orders annually.