Gonzaga University Specialized Recreation Sports Coordinator
Student and Community Engagement

Position Overview:
- 10-15 hours per week (including programming, office hours, and indirect hours), 1 year commitment
- Volunteer Position
- The GUSR Sports Coordinator oversees all aspects of weekly sports programming and works closely with Special Olympics Washington to complete requirements for bowling practices and the tournament.

Criteria for Participation
- Be in good standing with Gonzaga University
- Complete required paperwork as applicable (e.g. liability release, background check, health forms)
- Demonstrate an understanding of and commitment to socially responsible community engagement as outlined in CCE’s Principles and Practices
- Experience leading/managing peers and/or volunteers preferred
- Experience working with people with disabilities preferred
- Previous experience as a GUSR volunteer

Responsibilities & Expectations (Include, but are not limited to):
- Communicate professionally and in a timely manner with participant parents and caregivers via phone, email, and in-person
- Collaborate with all members of the GUSR team to accomplish program goals and fulfill program mission
- Ensure that CCE risk management practices are followed for all sports activities
- Serve as the point person during all sports practices
- Ensure that events are engaging and safe at all times
- Set schedule and program plan for sports practices and related events including, but not limited to, space reservations (e.g. North Bowl, Rudolf Fitness Center), food and supplies, and budget management
- Complete Special Olympics Washington requirements for volunteers and participants to compete in the regional bowling tournament
- Participate in leadership training and on-going reflection and assessment
- Fulfill requirements of partner organizations, as applicable
- Commit to regular attendance at programs and understand consequences including dismissal from programs for absences
- Respond and communicate questions/items of concern to program staff in a timely manner
- Model ethical behavior, including appropriate and professional boundaries and relationships with student volunteers, program participants and CCE staff
- Adhere to Gonzaga University and CCE safety guidelines and risk management procedures
- Adhere to the Gonzaga University Student Code of Conduct and Release of Liability Waiver.

Job Percentages:
- Planning and Operations/Logistics – 40%
- Meetings – 25%
- Programming – 25%
- Training and Reflection – 10%

By signing below, I am able to meet the above commitments and understand responsibilities are subject to change throughout the year.

_________________________________________  __________________________  ____________
Name (Print)  Signature  Date