

Coordinator Sports and Recreation Program

United Cerebral Palsy of Middle Tennessee is seeking a **Coordinator** for our **Sports and Recreation Program**. This is a part time position, with responsibilities on average one evening a week.

Qualifications: The **Sports and Recreation Coordinator** must have knowledge and skills in working with persons with disabilities as well as knowledge of recreation activities for individuals with disabilities. Physical requirements include the ability to lift and transport wheelchairs and other sports night equipment, and the ability to lift a person from the floor into a wheelchair and/or the ability to ensure that volunteers with this capacity are in attendance and assigned to these responsibilities at every activity.

The **Sports Night Coordinator** answers to UCP Home Access Program Director John Pickett.

Specific Tasks and Responsibilities Include:

- Design and Coordinate UCP Sport Night Activities including wheelchair bowling (summer) and wheelchair basketball & board games (fall and winter)
- Coordinate with David Lipscomb Elementary School and area Bowling Lanes for seasonal activities described above
- Supervise and ensure that all activities are safe for participants and volunteers
- Recruit and involve participants
- Recruit and train volunteers
- Maintain database of volunteers and participants and send database to the UCP office regularly in spreadsheet format
- Maintain sports night equipment in good working order
- Coordinate awards for activities
- Coordinate special activities such as Halloween Party, movie nights, etc.
- Coordinate periodic Fans on Wheels demonstrations at area schools
- Pick up wheelchairs at UCP facility and return for each wheelchair basketball initiative
- Ensure that no individual with a disability is ever left unattended at any activity - arrive early and stay late as necessary
- Send out regular email communications about UCP activities to participants and volunteers
- Establish Sports Night/Activities calendar
- Ensure that cancellations or changes in event calendar are communicated well in advance to all participants and volunteers
- Establish Emergency Communication plan for cancellations due to inclement weather, such as ice and snow, etc. so that participants and volunteers do not arrive at a venue at which an activity has been cancelled.
- Create and organize periodic "Fans on Wheels" activities at area sporting events such as Predators Hockey, Sounds Baseball, area football, etc.

Compensation: UCP pays the coordinator \$50 for each regular Sports Night activity and for each special event, except for ticketed sporting events. UCP also reimburses for mileage at the State of Tennessee prevailing mileage rate. Alternatively, if the coordinator wishes to store wheelchairs and equipment at a site away from the UCP building, UCP pays \$50 per month for storage and transportation. UCP does not compensate for "Fans on Wheels" activities, however, if UCP acquires tickets for these events, the Sports Night Coordinator and one other person (guest of Sports Night Coordinator) may receive a ticket at no charge.