

Omega Leo Medical Explorer Job Description Special Olympics Liaison

The Special Olympics Liaison is responsible for communication between the Central Texas Special Olympics directors and Medical Explorers. The liaison should be an active volunteer with Special Olympics. You are responsible for keeping up with the Special Olympics calendar of events and knowing the staffing needs (dates, number, and skills needed) of Special Olympics for assistance from the Medical Explorers. This liaison is responsible for working with the appropriate Vice-President of Operations and seeking help encouraging Medical Explorer volunteers to fill the required staffing needs. You are responsible for decisions concerning which Special Olympic events we can serve. There may be more events than we can reasonably serve.

We have served Special Olympics in Travis County for the most part, but there are also Special Olympic events in San Marcos that are scheduled separately from Travis County. Contacts for both can be obtained from Dr. Johnson.

A monthly report is to be submitted to our Vice-President of Operations. This report is to list the date and event, and the Medical Explorers who participated. An accumulated report is to be submitted for each semester and at the end of the year after June 30.

This Liaison is responsible for keeping the leadership of Medical Explorers informed about the needs of Special Olympics and how Medical Explorers may better serve those needs.

If any Medical Explorer is seen as an outstanding example of volunteer service, the Liaison should bring the name of that explorer to the attention of the Vice-President of Operations, the Public Relations Officer, and Senior Advisor.

It is your responsibility to review and update this job description before new officers and liaisons are brought onboard early in the spring semester. You are to also write, review, and update any Standard Operating Procedures related to your position

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Last modified: January 10, 2026 by Dr. Charles Johnson