



Volunteer Coordinator

Responsibilities:

- Regularly attend local program management team meetings.
- Ensure that the program maintains a full complement of qualified and committed volunteers to support the program's needs.
- Identify and maintain a list of local volunteer opportunities to meet the program's volunteer needs.
- Understand the roles and responsibilities of all volunteer positions and ensure that volunteers assuming those roles have a clear understanding.
- Develop volunteer recruitment materials specific to your local program.
- Initiate and coordinate volunteer recruitment and recognition activities.
- Create community awareness of your Special Olympics local program and the local volunteer opportunities.
- Establish multiple sources for volunteer recruitment.
- Monitor and follow up on all volunteer inquiries.
- Ensure all program volunteers, including coaches, are properly registered.
- Ensure all program volunteers, including coaches, receive and maintain required non-sports trainings.
- Establish regular communication with local program volunteers.

Reporting Requirements:

- Volunteer Portion of the Annual Program Budget
- Monthly update to the Local Program Management Team

Local Program Additional Needs:

- **Must be comfortable using computer.** Will be trained in SOPA software that is utilized for volunteer database.
- **Attend and report out at Monthly Management Team meetings** which are currently the second Wednesday of each month at 6 pm except in February, April, July and November. In those months, the management team meeting will be the day *prior* to the program meeting (Tuesday).
- **Attend and report out at Quarterly program meetings** which are held the second Wednesday of February, April, July and November at 6 pm.
- **Assist with program fundraisers.**

If you are interested in learning more about this position,
email Kim Emmet areapmanager@gmail.com