Volunteer Coordinator

Description:
The Volunteer Coordinator is primarily responsible for recruiting, coordinating, and recognizing team volunteers. As a part of the Local Program Management Team (LPMT), this position requires the ability to work effectively with many types of people and manage multiple priorities simultaneously. This is a volunteer position requiring excellent self-motivation skills and the ability to work independently and on a team. The Travel Coordinator works under the supervision of the LPC.

Responsibilities:

• Serve as the liaison regarding volunteer matters with LPC, Regional Director and Special Olympics Idaho (SOID) Staff.
• Develop and implement a recruitment plan to provide quality volunteers of all ages, and connect new volunteers to roles and opportunities.
• Coordinate with LPC to maintain and update the all necessary volunteer paperwork, ensure background checks are up to date and volunteers are designated as Class A or B (under 18). Update volunteer contact information.
• Ensure all volunteers abide by volunteer registration policies and procedures.
• Under the direction of the LPC, network with local community organizations and businesses to provide team volunteers and develop relationships.
• Recruit existing volunteers and athletes to participate in SOID Initiatives, such as the Athlete Leadership Program, SO FT, and Youth Activation Counsel.
• Liaison with the LPMT and coaches, to determine volunteer needs, and recruit volunteers to fill those needs.
• Conduct at least one volunteer orientation per season, working with head coaches, to educate new and existing volunteers on team protocols and SOID policies.
• Develop and implement ways to recognize volunteers for their efforts.
• In October of each year, develop an annual plan that includes approximate dates and rough expenses and/or revenue estimates, and submit to the LPTM.
• Adhere to Special Olympics Idaho and Special Olympics International’s policies and procedures.
• Attend and participate in LPMT meetings.
• Assume other related responsibilities as assigned by the LPCs.

Requirements:

• A commitment to the Special Olympics Idaho mission
• Excellent organizational skills
• Experience working/volunteering with persons with disabilities
• Previous experience with Special Olympics desired
• Excellent time management skills and the ability to multi-task
• Must be practiced and enjoy working with a group of diverse personalities
• Must provide own transportation to Special Olympics events and meetings
• Must represent Special Olympics Idaho in a professional manner
• Complete and pass all Class A volunteer paperwork including background check

Commitment Expected:

This is a year-round volunteer position. The Volunteer Coordinator must be available for communication via email and telephone and must be able to respond to communication in a timely manner. Hours will vary based on the time of year, but are flexible. A minimum 3-year commitment to the position is required. This is an at-will volunteer position. This position may be terminated at anytime by Special Olympics Idaho or the LPC without reason. To apply for this position; please email your resume and cover letter to the LPC overseeing the team with whom you wish to volunteer.