



VOLUNTEER COORDINATOR POSITION DESCRIPTION

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The Volunteer Coordinator is a full-time exempt position. This job includes managerial and administrative responsibility for the development and implementation of the volunteer management program and training of all volunteers including, but not limited to, Class A screening and data management within Iowa.

REPORTS TO

Director of State Games & Advance Competitions

QUALIFICATIONS

- BA/BS degree preferred
- Demonstrated negotiation skills & ability to work with diverse populations in public & private sector
- Extensive knowledge and use of software programs
- Ability to design and maintain volunteer management programs
- Ability to coordinate/supervise SOIA volunteers
- Willingness to work nights and weekends as needed
- Commitment/passion to working with individuals with intellectual disabilities & the Special Olympics Mission
- Special Olympics or related non-profit experience preferred
- Must pass Special Olympics background check and Class A Volunteer certification

RESPONSIBILITIES

- Responsible for assisting in the development and implementation of annual organization goals and plan as it relates to volunteer management
- Recruit, train, manage and recognize all volunteers of SOIA, including database management
- Class A Volunteer Screening and Registration
- Prepare on-going status reports indicating accomplishments, challenges and direction of the program to immediate supervisor
- Update and manage development of volunteer component of Special Olympics Iowa calendar in collaboration with Office Coordinator
- Expand and cultivate relationships with organizations, volunteers and other non-profits throughout the state of Iowa, SOI and SONA to achieve SOIA strategic goals

Richard O. Jacobson Headquarters and Training Center

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- Manage volunteer databases
- Develop volunteer recognition program
- Develop relationships with other sports organizations, sport governing bodies and organizations serving persons with intellectual disabilities or whose services would enhance Special Olympics Iowa volunteer service delivery
- Serve as the voice of volunteerism reflecting passion for and essence of the mission, vision, goals and outcomes of Special Olympics Iowa
- Design, prepare and disseminate materials to promote SOIA with specific focus on volunteerism
- Assist in the preparation of/compliance with/management of annual budget
- Strategize with development team on companies that offer Volunteer Time Off and how to capitalize on the workforce and additional funding opportunities
- Assist in coaches training and clinics that support the development of coaches and delegation managers
- Other duties as assigned

APPLICATION PROCESS

- Submit resume and cover letter to Seann DeMaris; Director of State Games and Competition: sdemaris@soiowa.org
- Subject line: VOLUNTEER COORDINATOR