



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.
- Assist in establishing a local program Volunteer Committee and serve as Chairperson.
- Present a volunteer budget to be reviewed and approved as part of the local program budget.

Reporting Requirements

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

Local Program Additional Needs: