



Volunteer Coordinator

The Opportunity:

As Volunteers Coordinator, you'll work with our amazing, dedicated volunteers to implement year-round competitive athletic programs and events state-wide in Michigan. You will have a chance to inspire volunteers in impacting the wellbeing of SOMI program participants through our Health and Wellness Programs, Young Athletes Program and Unified Sport opportunities in Michigan. Our caring volunteers help SOMI athletes achieve their dreams and allow us to deliver opportunities which would otherwise not be possible. Come be part of the amazing work we do for our SOMI athletes, their families, and communities.

What You'll Do:

- Coordinate and lead the SOMI Volunteer process, supporting organized competitive athletic games and events for uniquely abled athletes and program participants.
- Oversee volunteer recruitment by inspiring others to join in the mission of SOMI by attracting talented and dedicated individuals to volunteer.
- Connect interested volunteers with local area programs and regional opportunities.
- Assure coach/chaperone requirements are met for state and regional events and notices of compliance are made to area and regional managers.
- Develop volunteer policies and ensure volunteer members are compliant.
- Produce area volunteer reports for each area regularly to share with Regional Managers and area programs.
- Oversee and utilize the Volunteer Management Software (VMS & Vsys) including updating volunteer orientation requirements/content, troubleshoot issues and serve as primary help contact.
- Provide training for area and local volunteers at regional and state conferences.
- Produce various reports on volunteer activity and other data as needed for different partners.
- Otherwise support the mission of SOMI.

What You'll Bring:

- A dedication to helping others find their inner champion!
- A commitment to serving the community.
- A bachelor's degree in physical education, recreation, or sports management/administration or a commensurate amount of experience combined with education.
- At least three years' experience of a qualifying nature with a sports background developed through coaching and/or administration of competition (i.e., league, intramural) in a sports program.
- Positive interpersonal skills and the ability to communicate effectively.
- The ability to perform the essential functions and requirements of the job with or without accommodation.
- Ability to travel evenings and weekends.

- Computer knowledge in MS applications.
- Working knowledge of administrative and organizational skills.
- Knowledge and experience working with persons with intellectual and physical disabilities helpful.

If you are interested in this opportunity, please send cover letter and resume to somi@somi.org

NON-DISCRIMINATION POLICY

Special Olympics Michigan is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.