

Volunteer Coordinator

POSITION SUMMARY:

The Volunteer coordinator is responsible for implementing year-round management of volunteers at the area and state level as well overseeing the Volunteer Management System (VMS). Additional responsibilities include the promotion of the Health and Wellness Programs , Young Athletes and Unified Sport opportunities within the region.

Duties & Responsibilities:

- Oversee and utilize the Volunteer Management Software (Voluntaro & Vsys)
- Serve as the troubleshooter and main contact for volunteer questions from local programs.
- Assist in the transition from the current volunteer systems to new platform (digital center of excellence).
- Recruit and oversee corporate volunteer placement for state level events.
- Support corporate donor relationships by working with program staff for volunteer placement.
- Develop corporate organizational partnerships through volunteerism at SOMI events.
- Attend, Organize and run volunteer recruitment for state level events.
- Produce monthly area volunteer reports.
- Verify coach/chaperone requirements are being met for State & Regional by local programs.
- Connect interested volunteers with local area programs and regional opportunities.
- Create resources for volunteer recruitment.
- Update Volunteer Orientation
- Provide training for areas and local volunteers at regional and state conferences.
- Produce Unified Partner, coach and chaperone reports for Unified Champion Schools as necessary.
- Attend Volunteer recruitment events and other applicable conferences.

POSITION REQUIREMENTS:

- Bachelor's degree preferred in Physical Education, Recreation, or Sports Management/Administration.
- Three years' experience of a qualifying nature with a sports or events background developed through coaching and/or administration of events (i.e., league, intramural, etc.).
- Prior involvement with a Special Olympics program.
- Demonstrated positive interpersonal skills.
- Demonstrated ability to communicate effectively and project a positive image and ability to work with volunteers and delegate duties.
- Promote a positive culture within committees and staff.
- Ability to perform the essential functions and requirements of the job.
- Ability to travel evenings and weekends.
- Computer knowledge in MS applications

ADDITIONAL/DESIRED QUALIFICATIONS:

- Working knowledge of administrative and organizational skills.
- Knowledge and experience working with persons with intellectual disabilities helpful.
- Ability to relate to volunteer groups.

REPORTING RELATIONSHIP:

- Works under the general supervision of the Chief Mission Officer

Location:

- This position is located in Grand Rapids, MI

Please send cover letter and resume to somi@somi.org

NON-DISCRIMINATION POLICY

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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.