

## Volunteer Coordinator Job Description

**Reports to:** Senior Development Coordinator

**Location:** Support Service Office, Goodyear

**Supervises:** Volunteers

**Last Update:** May 2021

**Position Summary:** This is a full time, 40 hours per week non-exempt position responsible for assisting with the oversight, management, and tracking of SOAZ's volunteer and internship program.

**Job Responsibilities:** The following examples are intended only as illustrations of the duties of the Volunteer Coordinator. The absence of specific statements of duties does not exclude these tasks from the position if the work is similar, related to or logical assignments of the position.

- Implement various outreach, recruitment, and retention strategies to increase volunteer participation statewide
- Manage Internship Program by recruiting and onboarding candidates, supporting intern supervisors, and ensure interns are supported and have a positive professional experience
- Website Management – updating general information, events, volunteer info/registration and working with Web host to organize content and streamline navigation
- Assist with government relations by cultivating and maintaining relationships and overseeing all related outreach events, including coordination of local “Capitol Lawn Day” in Phoenix and national “Capitol Hill Day” in Washington D.C.
- Maintain high quality “volunteer experience” through overall management, communication, registration, placement, training, recognition, and evaluation
- Support the continued engagement of volunteers by developing program initiatives to increase impact on volunteers (e.g. leadership structure, recognition program, etc.);
- Cultivate relationships with businesses and community partners to meet all volunteer needs of the organization
- Serve as direct liaison with Games Management Team Volunteer Chair.
- Recruit day-of-event volunteers for all state competitions and as needed, state special events and area competitions.
- Maintain system for tracking ALL volunteers’ certification & years of services statewide
- Assist with day-of-event volunteer management needs at all events and competitions
- Work in conjunction with Sports, Special Event and Administrative Services departments to adhere to all risk management policies
- Serve as a resource to the areas to implement standardized volunteer administration and recognition program.
- Develop recruiting materials and make presentations/trainings as needed at corporate events, service organizations and volunteer fairs regarding volunteering for SOAZ
- Represent SOAZ at public speaking opportunities and exhibit at conferences as a means to recruit sponsors and volunteers, as needed
- Prepare and administer training sessions for staff and volunteers on topics such as volunteer recruitment, event administration, etc.
- Manage collection and entry of all volunteer data
- Perform data entry for current and future grant deliverables
- Provide leadership, assistance, guidance and support to staff and volunteers sufficient to inspire and motivate those individuals to achieve success and strive for excellence in their SOAZ activities
- Ensure assigned annual plan objectives are attained

- Adhere to SOI/SONA Risk Management polices/practices at all levels to protect SOAZ and prevent loss while ensuring all activities conform to SOI General Rules/SOAZ Policies
- Other duties as assigned by Supervisor

Qualifications/Required Skills:

*Passion for Special Olympics Arizona*

- Screening:** Must pass Criminal and National Sex Offender Registry background screening. (Required for all staff)
- Education:** Bachelor's degree preferred in recreation/sports/volunteer management, nonprofit, or related field.
- Experience:** Volunteer management and/or supervisory leadership roles.
- Knowledge:** Basic computer applications, website management, data entry, Microsoft Office proficient.
- Skills:** Strong organizational, ability to manage multiple projects and efficient time management, effective verbal and written communication skills, public speaking, customer service skills, and bilingual Spanish speaking and writing desirable.
- Physical Demands Include:** Working in confined spaces, working in extremes of heat, cold and inclement weather as well as working at heights above 6'. Moderate to heavy physical demands, will be required to load and unload trucks, and to lift equipment and other merchandise.
- Transportation:** Must have own reliable transportation, a valid AZ driver's license, a good driving history, and fulfill assignments with reliability and punctuality,
- Work Schedule:** This position's work schedule will be determined by the demands of the position and is limited to a 40 hour work week including evenings, weekends, and some in-state travel. Overtime must be previously authorized by supervisor and will be paid whether approved or not. Unapproved overtime will result in disciplinary action up to and including termination.
- NOTE:** This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.

**MISSION**

*The mission of Special Olympics Arizona is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with cognitive disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.*

Please [CLICK HERE](#) to apply.

Questions regarding this position should be directed to: Meghan Mullin, Senior Development Coordinator  
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