



VOLUNTEER COORDINATOR POSITION DESCRIPTION

POSITION DESCRIPTION

The Volunteer Coordinator is a full-time exempt position. This job includes 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.

This position will also assist with other events as assigned.

This position requires travel within the state of Iowa, as well as occasional night and weekend hours.

REPORTS TO

Director of 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

- Recruit, train, manage and recognize all volunteers of SOIA, including database management
- Class A Volunteer Screening and Registration
- 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

551 SE Dovetail Rd. / P.O. Box 620 / Grimes, Iowa 50111-0620 / Phone 515-986-5520 / Fax 515-986-5530 / www.soiowa.org

Created by the Joseph P. Kennedy, Jr. Foundation. Authorized and Accredited by Special Olympics, Inc., for the Benefit of Persons with Intellectual Disabilities.

- 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 with the Unified Champion Schools program
- Strategize with development team on companies that offer Volunteer Time Off and how to capitalize on the workforce and additional funding opportunities
- Assist with area and statewide fundraising events
- Assist in coaches training and clinics that support the development of coaches and delegation managers
- Other duties as assigned

To apply, please send resume, cover letter, and salary requirements to Sydney Sloan (ssloan@soiowa.org) and Krista Smith (ksmith@soiowa.org).