

## **POSITION DESCRIPTION: LOCAL PROGRAM VOLUNTEER COORDINATOR**

The Local Program Volunteer Coordinator represents Special Olympics athletes, families, and coaches within the community, sharing SOSC's mission and encouraging involvement. Working with the Local Program Coordinator, the Volunteer Coordinator will develop a plan to engage the local community to participate as coaches and volunteers for events and competitions.

## **KEY RESPONSIBILITIES**

- Collaborate with regional volunteer manager to oversee recruitment of volunteers through outreach in the Local Program Community.
- Work with the Local Program Coordinator and Regional Volunteer Manager to create an annual plan for recruiting, retention, and recognition of volunteers.
- Find opportunities to participate in community events, recruit athletes, Unified partners, and volunteers, and create awareness of Special Olympics.
- Assist with organizing SOSC awareness events to engage the community.

## **COMMITMENT**

- One year minimum
- Approximately 1-3 hours per week, may require additional time during the event season.
- Zoom or in-person training and support from Region staff, as needed.
- Attendance at competitions, as needed.

## **QUALIFICATIONS, SKILLS & REQUIREMENTS**

- Minimum age: 18 with a government ID (driver's license, military ID, or passport).
- Must complete an online volunteer application, online training, and background check.
- Prior experience in volunteer recruitment and event organization is beneficial.

## **IMPACT OF THE LOCAL PROGRAM**

Special Olympics Southern California (SOSC) relies on Local Programs to deliver services to the community run by trusted volunteers. Local Programs allow athletes to participate in their own community, with local coaches, and at familiar practice sites. Local Programs create the opportunity to serve more athletes and involve more volunteers which further enriches the lives of athletes, families, volunteers, and the community.