



**Special
Olympics**
Southern California

JOB DESCRIPTION

Job Title: Administrator, Volunteer Engagement

Department: Los Angeles

The **Volunteer Engagement Administrator** is responsible creating and maintaining databases for athletes and volunteers in addition to ensuring the proper onboarding of volunteers.

Reports To: Assistant Vice President, Central Division

Job Level: 3

Key Responsibilities

Volunteer Management 30%

- Register, orient and train Class B, Day-of competition volunteers for LA/SGV events and competitions.
- Recruit volunteers and volunteer groups for LA/SGV competitions.
- Provide on-site support to GMT volunteers for LA/SGV events and competitions.
- Sends communication to volunteers regarding required training opportunities.
- Ensures all volunteers complete appropriate registration and training procedures according to SOSC Volunteer Registration Policy.
- Recruits volunteers as requested for competitions, special events, fundraising events, office projects (e.g., telephone, receptionist duties, special projects), and on an as-needed basis.
- Manage volunteer recognition initiatives.

Database Management 25%

- Acts as primary user for day-of event volunteer platform in MyTRS for all of Central Division and volunteer inquiry process.
- Manages ongoing volunteer onboarding system.
 - Manages renewal of volunteer/coaches applications.
- Manages the updating of the regional information on the SOSC website.
- Manage and maintains donor database in Raiser's Edge; Processes donor acknowledgements; generates queries, reports and exports for mailings and tracking fundraising results. Prepares and makes bank deposits, runs credit card contributions, make copies and ensure they are turned into Chapter Finance Department, weekly.
- Provides GMS data entry support for all regional competitions as well as Chapter Championships.
- Uses GMS system to handle all athlete medical renewal and updates to ensure all participating athletes have current medicals.
- Assist with social media.

Office Administration 20%

- Provide general administrative support to the Central Division including copying, mailing, supplies, ordering, preparing invoices for processing.
- Develop collateral material/graphics for various regional needs (flyers, banners, etc.).
- Manage central division office equipment maintenance and mail.
- Provide general administrative support to sport and development staff.
- Perform other duties as assigned.

Fundraising Support 5%

- Supports fundraising events as assigned
- May coordinate interns and other volunteers for events, help with event task. May be required to work some events.
- Assist with raffles and auctions for fundraising events.
- Assist with Law Enforcement Torch Run (LETR) activities, including Tip-A-Cops and other events.

Individual Goals 20%: (Internal) See employee feedback in Comments section of Threads

CORE VALUES

Be ATHLETE centric 25%

- Lets the interests of the athletes drive daily decisions and actions
- Makes wise use of organizational resources and time in order to maximize the experiences for our athletes.
- Seeks to incorporate athlete participation in non-sports roles

Be a TEAM player 25%

- Places team and organizational success before individual achievement
- Recognizes the needs and offers assistance without waiting to be asked, or encouraged to do so
- Shows appreciation and acknowledges the contributions of others

Be a CHANGE agent 25%

- Seeks opportunities for professional development and applies these learnings to work
- Accepts responsibility for actions, learns from experience and displays a willingness to accept feedback
- Looks for opportunities to improve processes and enlists help of others when needed.

Be a LEADER 25%

- Shares organizational and professional knowledge with co-workers and helps to onboard new team members
- Takes on new leadership opportunities with eagerness and enthusiasm
- Represents SOSOC in a knowledgeable and professional manner

Requirements

JOB LEVEL RESPONSIBILITIES:

Under supervision, perform work that is varied and may require prioritizing and multi-tasking. Work may include some originality in close collaboration with supervisor. Has limited decision making authority on behalf of the organization outside of established policies. Enforces company policies.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Bachelor's degree from accredited college/university or related professional experience.
- 4 years of experience in diversified administration, including data entry and responsibility for data base management and accuracy.
- Experience with use of social media (ideally Facebook and Twitter) a plus.
- 1- 2 years of experience in volunteer development / engagement.

SKILLS AND/OR ABILITIES:

- Proficiency in using computer equipment, accessing the internet and using software, including Microsoft Word, Excel, PowerPoint and Publisher. Excellent data entry skills and experience.
- Detail oriented and with excellent organizational skills.
- Ability to maintain a high degree of confidentiality in how work is conducted.
- Strong oral and written communication skills
- Ability to be a self-motivated and to work independently.
- Strong customer service skill and friendly demeanor.
- Spanish language skills helpful, not required
- Have a valid California driver license and meet minimum California vehicle insurance requirements.
- Ability to pass background screen in regards to criminal and driving history.

PHYSICAL REQUIREMENTS:

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit and to use hands to finger, handle, or feel. The employee occasionally is required to stand, walk, reach with hands and arms, lift or carry up to 24 pounds, and lift overhead up to 24 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. May work from home on a limited basis with prior supervisory approval. The noise level in the work environment is usually moderate. This job requires occasional driving.

COMPENSATION: Position is full-time, benefit eligible; salary range is \$16.00 - \$18.00/hour depending on directly related experience.

APPLY: Please send resume and cover letter to lajobs@sosc.org.