

**Position open:** Volunteer Coordinator, Special Olympics Utah  
**Effective:** Open August 9, 2016. First review of applications August 16, 2016. Open until filled.

Special Olympics Utah, a chapter of Special Olympics International, was established in 1971 as a 501(c) (3) non-profit Utah corporation with the explicit purpose to serve and improve the quality of life for individuals living in Utah with intellectual disabilities (ID). Our vision is to assure that all individuals with intellectual disabilities, age 2 to 100, can participate in sports. The mission of Special Olympics is to provide year-round sports training and competition in a variety of Olympic-type sports for children and adults with intellectual disabilities giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts and skills with their families, other Special Olympics athletes and the community.

### **POSITION SUMMARY**

Develops implements and coordinates all aspects of volunteer needs for all games and competitions and events around Utah. Works all events. Interacts with corporate, business, and community groups, schools and individuals.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- **Serves as key contact for corporate, business and community and school volunteer groups;** cultivates, establishes and maintains relationship with key contact, assures clear and consistent communications on volunteer opportunities, a smooth volunteer registration process, and all final details on scheduled volunteer time(s) with specific details and clear directions that assure a quality volunteer experience.
- **Fully staffs all games, competitions and events with volunteers and works all events.** Works closely with sports program staff to establish volunteer needs and specific details for events.
- **Assures requirements to volunteer are provided and completed by volunteers** including the on-line application process, any mandatory trainings, and on-site training for day-of volunteers. As necessary and required, assures a review and understanding of the code of conduct and handbook.
- **Maintains all aspects of the volunteer database system (VSYS)** including online registration, consistent and quality data entry, and accurate records, and develops and provides reports. Helps volunteers explore areas of interest.
- **Coordinates outreach activities** to corporate, business and community groups. Makes presentations to these groups to educate about Special Olympics and engage volunteers. Demonstrates inclusion of individuals with ID by coordinating and including Special Olympics Utah athletes in presentations.
- **Assures timely dissemination of information** to recruit and motivate volunteers including on the website, by email, mass delivery through Constant Contact, and social media, community event calendars, college partnerships, fellow service providers, and other. Develops promotional materials as needed.
- **Researches** new corporate, business and community groups, and schools for involvement with Special Olympics Utah, and provides regular reports and data as requested by CEO and performs other duties as assigned by CEO.
- **Ability to work a minimum of 15 hours a week is required.** Must be able to work up to 30 hours a week several weeks a year and up to 12 Saturdays a year, and several full Fridays a year. **Work conditions** range from sitting for several hours at the office to long days at events standing and lifting 20lb items in various weather conditions. **Travel as required.** Drive owned and/or a rented vehicle is a requirement of the position. Maintain automobile liability insurance. Maintain a satisfactory driving record in accordance with the Special Olympics Utah policies and procedures.

**EDUCATION and/or EXPERIENCE:** Areas of focus and experience sought: marketing, communications, sports and recreation, non-profit, public relations, community, business, education, management. Preferred: bachelor's degree from a college or university. Minimum: combination of two years relevant work, education, and community experience. **Required:** proficiency in MS Office Word. **Desired:** work with databases, WordPress, Constant Contact, social media, and Excel, PowerPoint, Publisher, Google Docs, and Drop Box.

**COMPENSATION:** \$12 to \$15 per hour depending on qualifications, education and experience.

Resumes and letters of interest should be sent to: Special Olympics Utah, Attn: CEO; 1400 S. Foothill Drive, Suite 238, Salt Lake City, Utah 84108, or [hut@sout.org](mailto:hut@sout.org). General questions: 801-363-1111.