
JOB DESCRIPTION



POSTION **VOLUNTEER COORDINATOR**

DESCRIPTION The Volunteer Coordinator is responsible for recruiting, registering and placing volunteers as needed in the Area.

RESPONSIBILITIES

1. Work with the Public Relations Chair to make the community aware of the Area's volunteer needs.
2. Establish a system that includes disseminating information to potential volunteers, following-up with potential volunteers to determine their interests, registering volunteers using Special Olympic Virginia's (SOVA) Volunteer Information Form and placing volunteers.
3. Maintain a file of current VIF forms and a list of interested volunteers.
4. Respond to requests from potential volunteers for information in a timely manner.
5. Respond to requests from Council Members and coaches for volunteer assistance in a timely manner.
6. Ensure that all Council Members, sport coordinators and coaches understand SOVA's volunteer registration procedures and properly register all volunteers.
7. Refer potential volunteers who check "yes" on the VIF form to SOVA staff for an interview to determine their eligibility.
8. Establish an Area volunteer recognition system that includes nominating Area volunteers for SOVA's annual awards.
9. Attend Area Council meetings and report on volunteer activities.

**MEASURES OF SUCCESS IN FULLFILLING THE
VOLUNTEER COORDINATOR POSITION**

1. The Area has sufficient volunteers to operate its programs.
2. All volunteers are registered using SOVA's Volunteer Information Form.
3. All potential volunteers are contacted in a timely manner and placed as appropriate.
4. A volunteer recognition program exists and Area volunteers are nominated for SOVA's annual awards.