



## Philadelphia Outreach and Volunteer Coordinator

**Primary Staff Contact:** Sports Director, Philadelphia with a dotted line to the Special Events & Marketing Manager

This position is responsible for athlete, partner and volunteer recruitment and processing, including necessary registration and training (i.e., Protective Behavior, General Orientation, and Concussion) as required.

### Responsibilities:

- Maintain an ongoing list of volunteer needs and opportunities to ensure program maintains a full complement of qualified and committed volunteers to meet all needs
- Follow-up with athlete, partner and volunteer inquiries within one week of initial contact; direct communication to appropriate SOPA Philadelphia staff
- Maintain consistent and regular communication with SOPA Philadelphia staff
- Ensure all Volunteers seeking a Class A role are provided steps on clearances, General Orientation, Protective Behaviors and Concussion Training
- Work with the Sports Director to ensure all Class A coaches are properly registered and have obtained clearances
- Work with the Program Director and Staff to create an Athlete, Partner and Volunteer Recruitment plan
- Initiate and coordinate volunteer recruitment activities
- Establish multiple sources for athlete, partner and volunteer recruitment
- Assist the Special Events & Marketing Manager to develop volunteer recruitment materials specific to Philadelphia's needs
- Work with Special Events and Marketing Manager to get communication out to local program volunteers

### Position Requirements:

- 15 hours per week including some weekends and evenings as required.
- Expenses covered/reimbursed during travel related events (i.e. food, housing)

### Qualifications Desired:

- Fluency with Microsoft Office
- Good oral and written communication skills
- Ability to work independently and in a group setting
- Great organizational skills and detail-oriented
- Personable and ability to work with a variety of people

### Special Olympics Pennsylvania – Philadelphia

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Created by Joseph P Kennedy Jr. Foundation. Authorized and accredited by Special Olympics, Inc. for the benefit of persons with intellectual disabilities.



**Location:**

The office is business casual environment in Northeast Philadelphia area.

**To obtain further information, please contact:**

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**Organization Description:**

*Special Olympics Pennsylvania (SOPA) provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics that extend well beyond the playing field. For more information about how SOPA inspires greatness, visit [www.specialolympicspa.org](http://www.specialolympicspa.org).*