

## **Special Olympics New Jersey**

Position: Volunteer Manager

Reports to: Director of Volunteers

### **Key Responsibilities**

- Become familiar with the organization's mission, program activities, events and other functions of SONJ.
- Recruit volunteers utilizing various platforms for Special Olympics New Jersey events and respond to all inquiries involving volunteer engagement opportunities within the organization
- Assist in updating the online volunteer registration system with volunteer opportunities including fundraising, competition, and support programs
- Monitor and update coach contact information to work with the Program Department in promoting and managing coach education opportunities, athlete training opportunities and resource sharing
- Manage logistics of sport training clinics for coaches including clinician recruitment and orientation
- Maintain and develop quality standards for volunteers through pre- and post- event communication
- Attend Special Olympics New Jersey events including representing the organization at community engagement opportunities as assigned.
- Process all volunteer registration forms including background screen and certification renewals
- All other duties, as assigned

### **Qualifications**

- Bachelor's degree in the field of Sports Management, Recreation or equivalent work experience (2 – 4 years)/education preferred
- Demonstrated excellence in public speaking and writing in English
- Must be willing and able to travel throughout New Jersey
- Demonstrated organizational skills required
- Experience within the Special Olympics movement highly recommended
- Proficiency with MS Office Programs including Word, Excel, Outlook

### **Physical Requirements**

- Must be able to see and hear clearly
- Must be able to communicate fluently and clearly in English (oral and written)
- Must be able to move comfortably throughout the office and on a variety of outdoor surfaces
- Must be able lift/move up to 50 lbs

### **Competencies**

- Flexibility—respond positively to change
- Detail-oriented
- Ability to remain calm while multitasking
- Work collaboratively in a team environment
- Self-starter; ability to work independently

To apply for the Volunteer Manager position, please submit cover letter and resume to Amy Simmons at [ajs@song.org](mailto:ajs@song.org). This position is exempt; some evenings and weekends are required.