

Position Description

Position Title: Volunteer Services Director	Supervisor: Chief Program Officer
Department: Program	Full or Part Time: Full time
FLSA Status:	Salary Grade:
Position Code:	Revision Date: 12-6-2024

Position Summary

The Volunteer Services Director is responsible for organizational strategies encompassing volunteer needs, including recruitment, screening, orientation, training, retention, management, record keeping and evaluation. The Volunteer Services Director engages program staff and program volunteers in setting and pursuing best practices, driving continuous improvement, and developing and implementing innovative structures that will benefit all Special Olympics Rhode Island programs. The Volunteer Services Director coordinates volunteer efforts for all programming and teams as well as works with the Development and Marketing Department to secure volunteers for special events.

Essential Functions/Position Responsibilities

- Develop and direct volunteer management strategies to support Special Olympics Rhode Island’s mission
- Recruit and support key volunteer positions including, but not limited to, games management, coaches, assistant coaches, unified partners, and general
- Serve as the point of contact for all prospective and current volunteers
- Create and maintain volunteer registration process in collaboration with marketing and information technology staff
- Maintain volunteer database and records
- Facilitate background checks for all applicable volunteers
- Direct volunteer acknowledgement and stewardship in collaboration with the development, events, and marketing staff
- Assists program staff with volunteer trainings as needed
- Creates and distributes regular volunteer communications in collaboration with marketing staff
- Develop and facilitate coaches education and training
- Assist with and prepare education materials for annual Fall and Spring Coaches Conferences
- Lead volunteer management for Special Olympics Rhode Island’s annual Summer Games
- Coordinates volunteer support as needed
- Maintain professional and technical knowledge by participating in educational opportunities; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies
- Other duties as assigned, which may include items such as assisting with fundraising events, and other support and assignments as needed

Qualifications & Requirements

- Associate degree and/or equivalent experience.
- Knowledge of Microsoft Office. Prior experience with databases is helpful.
- 2-3 years of experience in an office environment or customer service environment. Able to demonstrate knowledge of computers and proprietary system/software programs such as those utilized by SORI.
- Should be dependable and detailed oriented and organized.
- Must be able to handle confidential information. Medical information falls under HIPAA privacy rules.
- Must have good oral and written communication.
- Must be flexible with simultaneous assignments and busy events season.
- Ability to work flexible hours, nights and weekends required.
- Must be a good and collaborative team member.

Special Olympics of Rhode Island operates is an Equal Opportunity Employer and an Affirmative Action Organization. SORI provides equal employment opportunity to all qualified applicants and employees without regard to race, color, religion, gender (including pregnancy, childbirth, or related medical conditions), national origin, age, disability, genetic information, veteran status, sexual orientation, and gender identity or expression, mental or physical disability, or any other characteristic protected under federal, state, or local anti-discrimination laws.

Interested candidates should submit a cover letter and resume to careers@specialolympicsri.org or visit <http://www.specialolympicsri.org/>.

ESSENTIAL FUNCTION				
ESTIMATE OF PHYSICAL, ENVIRONMENTAL & MENTAL REQUIREMENTS				
Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Lifting under 40 lbs.		X		
Lifting over 40 lbs.		X		
Dusty Environment	X			
Cramped Quarters	X			
Using Oil or Chemicals	X			
Standing		X		
Climbing Ladders		X		
Uneven Surfaces		X		
Exposure to Fumes/ Odors	x			
Exposure to Heat / Cold Temps		X		
Working Inside and Outside		X		
Climbing Stairs	X			
Sedentary Work			X	
Typing / Data Entry/ Computer			X	
Stooping		X		
Driving	x			
Walking		X		
Walk on Wet, Uneven, Slippery Surfaces	X			
Potential Exposure to Infectious Diseases	X			
Protective Equipment Required	X			
Phone Communications			X	
Bending	X			
Twisting Neck	X			
Bending at Waist		X		
Crawling	x			
Working in Confined Space	X			
Simple hand grasping 1 or both hands	X			
Fine manipulation 1 hand	X			
Fine manipulation both hands	X			
Repetitive Movement: Hand, Arms			X	
Reaching below shoulder height	X			
Reaching above shoulder height	X			
Repetitive movement: foot	X			
Kneeling	X			
Driving	X			

Hearing			X	
Operating Moving Equipment (Fork Lift, Tractors, Movers, etc.)	X			
Reaching/Pulling/Pushing	X			
Acuity, Far – Clarity of vision at 20 feet or more		X		
Acuity, Near – Clarity of vision at 20 inches or less				
Physical Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Depth Perception – Three-dimensional vision. Ability to judge distances and space relationships.		X		
Field of Vision – Area that can be seen up and down or to right or left while fixed on a point.		X		
Accommodation – Adjustment of eye to bring object into sharp focus- Important for near point work.	X			
Color Vision – Ability to identify and distinguish colors.	X			
Cognitive Requirements	Rarely (15%)	Occasional (15% - 40%)	Frequent (40% - 70%)	Continuous (Over 70%)
Communications Oral			X	
Communication Written				X
Mechanical Concepts		X		
Interpreting Skills		X		
Implementing			X	
Evaluating			X	
Organizing				X
Consulting		X		
Analyzing			X	
Presenting		X		
Supervising		X		
Ability to Deal With:		X		
• Stressful situations		X		

• Trauma, grief, death	X			
• Public Contact			x	
Decision Making			X	
Work with Others			X	
Work Alone			X	
Concentration			X	
Comprehend and follow instructions		X		
Relate to Others			X	
Influence Others	X			
Perform complex or varied tasks			x	
Additional Comments:				