



POSITION DESCRIPTION

VOLUNTEER PROGRAM COORDINATOR

Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.

We create accessible sports training, coaching and competition opportunities for all people with an intellectual disability whether they want to take part in recreational activities, aspire to climb the competition ladder or seek additional opportunities outside of our program.

Our program is highly dependent on the dedicated support of volunteers both within the Club Leadership as well as at the sport program level which provides training and competition opportunities for athletes.

The focus of the volunteer program coordinator role will be to develop and implement a quality volunteer program across the state to ensure volunteers have a meaningful engagement with Special Olympics Australia.

Reporting relationships

Reporting to the National Volunteer Program Manager this exciting role is responsible for the management of the volunteer program across the state.

The position will involve working closely with the Sports Development Team and the Club Leadership Team.

Primary objectives of the position

- Develop a sustainable and quality volunteer program
- Achieve growth of volunteer participation across all levels of the club structure
- Create and sustain relationships with key stakeholders
- Liaison, reporting and compliance

Primary responsibilities

- Actively seek to understand the ongoing volunteer resource needs to enhance the delivery of sport programs within the community
- Support and implement volunteer program objectives as set by the national volunteer program manager
- Conduct ongoing evaluation and implement process improvement initiatives as necessary
- Promote the volunteer program and opportunities with community organisations to gain support



- Manage and support the recruitment process, pro-actively seeking and encouraging the participation of volunteers
- Assist in capturing and recording accurate volunteer information for reporting and compliance purposes
- Support ongoing initiatives to develop volunteer management structures, processes and systems as identified by national best practice standards
- Assist with volunteer reward and recognition initiatives
- Identify and organise on-going training and development opportunities for volunteers
- Train individuals managing volunteers to work effectively and cooperatively with volunteers reporting to them

Selection criteria

- Understanding of volunteer management principles including a working knowledge of the National Standards for Involving Volunteers in Not for Profit Organisations
- Previous experience in the disability or not for profit sector desirable
- Strong ability to communicate effectively with a variety of stakeholders
- Proven ability to prioritize and organize individual workload and achieve outcomes within agreed timeframes

Personal attributes

- An effective team player with excellent interpersonal skills
- Flexibility of approach to work
- Ability to empathise with those involved in the lives of Intellectually Disabled athletes

Qualifications/Certifications

- Tertiary qualification and experience in social service, community development, human resource or equivalent.
- Previous experience with managing volunteers
- Police Check
- Working with children/vulnerable people check