

# SPECIAL OLYMPICS NORTH CAROLINA, INC.

## POSITION DESCRIPTION

(Current Revision effective June 2014)

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**POSITION TITLE:** Volunteers and Families Manager

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**DEPARTMENT:** Athlete Development

**LOCATION:** Morrisville

**REPORTS TO:** Senior VP

**PRIMARY PURPOSE:** To develop and implement volunteer management and family involvement strategies for Special Olympics in North Carolina.

### PRIMARY DUTIES:

- Assess volunteer and family needs of the organization to develop long-term strategic plan goals and accompanying objectives/timelines. These goals/objectives should adhere to the organization's risk management policies and procedures.
- Manage in-house and internship programs including but not limited to recruitment, assignment, supervision, motivation and recognition. Recruit in-house volunteer manager to assist.
- Manage routing process, computer and paper records of all current and potential volunteers, and state-level awards process.
- Recruit volunteers to the organization and to specific positions through speaking engagements, public awareness opportunities, volunteer newsletter, and other avenues.
- Serve as liaison to human resources aspect of state-level event management, including the recruitment, training and recognition of volunteers and the planning of family hospitality areas and events.
- Serve as a resource to the field in volunteer management and family involvement through sessions at the Leadership Conference, articles in Connect and the periodic distribution of materials, resources and strategies.
- Work with senior vice president to prepare and monitor all budget line items that fall within the responsibility of volunteer and family services.
- Other responsibilities as assigned.

**Work Schedule:** 8 a.m. to 5 p.m. Monday through Friday, with added evening and weekends as position demands.

### EDUCATION/EXPERIENCE:

Bachelor's degree and at least three years experience in a non-profit setting preferred (or equivalent combination of education/experience); Must exhibit supervisory/managerial experience.

### KNOWLEDGE, SKILLS, AND ABILITIES:

Required: Strong analytical, written, and verbal communication skills;  
Demonstrated knowledge of computers and system/software programs utilized by SONC, including *current SONC applications*;  
Ability to possess/maintain valid NC driver's license;  
Ability to travel as needed.

Preferred: Previous experience with Special Olympics, volunteers, and Special Olympics athletes; Previous experience as a supervisor of either staff or volunteers.

### SALARY:

Commensurate with experience, benefits package as outlined in the SONC Employee Handbook and annually approved by the SONC board of directors.

**FLSA STATUS:** Exempt position