



JOB TITLE: Volunteer Manager

LOCATION: Local Program Office/Home & Venue Site

HOURS: 5-10 hours/month; hours will increase during the month of the event, Regular GMT meetings; at least 2 venue walk-throughs; attendance at all trainings

LENGTH OF COMMITMENT: Minimum 3 months

QUALIFICATIONS:

- ❖ Recruitment and management of volunteers
- ❖ Good Computer Skills / Willing to learn
- ❖ Excellent communication skills and interpersonal skills
- ❖ Ability to solve problems in an efficient and timely manner

DUTIES:

- ❖ Work with all managers to determine volunteer needs
- ❖ Receive and organize all volunteer registrations
- ❖ Assist in recruitment and training of volunteers
- ❖ Assist in recruiting sports specific volunteers at the venue
- ❖ Devise a recruitment plan with GMT and SONC staff if needed (including print, radio, tv, and special events)
- ❖ Attendance at all trainings
- ❖ Produce/request needed materials – volunteer handbook, agendas, job descriptions, etc.
- ❖ Work with group volunteer leaders to ensure appropriate job placement
- ❖ Assign (Cheer Team/Spirit Squad) at time of arrival or prior to event
- ❖ Determine exact shirt and meal needs with Logistics Manager
- ❖ Secure volunteer orientation and training site
- ❖ Receive and inventory volunteer venue box
- ❖ Train the check-in volunteers
- ❖ Ensure proper check-in and identification of walk up volunteers
- ❖ Circulate throughout the venue to ensure volunteers are utilized properly
- ❖ Assist in evaluation of event
- ❖ Email confirmation letters with job descriptions
- ❖ Email thank you letters after event

REPORTS TO: Games Director/ SONC Volunteer Engagement Director

TRAINING: Orientation and training provided by SONC staff or Games Director.