



Local Program Volunteer Opportunities



Special Olympics Pennsylvania provides year-round sports training and competition in a variety of Olympic-type sports for children and adults (age 8-80) with intellectual disabilities. All training and competition opportunities are provided free of charge to athletes, enabling everyone to experience the benefits of Special Olympics. The athletes of Special Olympics -- over 20,000 strong in Pennsylvania -- are constant reminders of all that is right with the human spirit. For more information, visit www.specialolympicspa.org.

Special Olympics Pennsylvania relies on thousands of volunteers to bring our Special Olympics spirit to life. They are responsible for administering our program through managing activities, securing community involvement and support, and preparing our athletes to achieve their best. Below is a synopsis of our key volunteer positions that can use your talents and expertise.

SPECIAL OLYMPICS PENNSYLVANIA LOCAL PROGRAM VOLUNTEER OPPORTUNITIES OVERVIEW

(Other opportunities are available but not listed. Please consult your Local Program Manager or SOPA Field Director)

Manager: This individual is responsible for all aspects of the Special Olympics program in a pre-assigned geographic area. She/he will recruit other volunteers to act as Management Team coordinators and administer all activities. The manager reports directly to a SOPA Field Director and is required to uphold the policies and procedures of our organization.

Training Coordinator: Responsible for all sports training for coaches and athletes in the assigned area. This individual will work with the Volunteer Coordinator to recruit coaches to meet the needs of our athlete's sports participation. They will secure or work with the coaches to reserve training facilities, set up training schedules, and acquire needed sports equipment and uniforms.

Coach: Responsible for providing athletes with comprehensive sports training and preparation for local, area, state, provincial, national and regional level competition. A coach may opt to volunteer on a year-round or seasonal basis.

Competition Coordinator: Responsible for the planning and organizing of all Local Program competitions and offers statewide opportunities for athletes in compliance with Special Olympics sports rules and SOPA policies. This individual will work with the Volunteer Coordinator to recruit Games Organizing Committee members and provide direction for event management.

Head of Delegation: Responsible for the coordination and management of the delegation when attending competitions. This includes rostering athletes, the assignment of coaches, and securing transportation and equipment.

Fund Raising Coordinator: Responsible for developing and implementing a comprehensive fund raising plan to meet the financial needs of the Local Program's budget. This individual will work closely with the Manager and Treasurer to determine the program's overall financial goals.

Outreach Coordinator: Responsible for athlete recruitment and registration. This individual will research where potential, eligible athletes are in the greater community and develop strategies to engage them and their families. She/he will build relationships with community agencies serving our population to assure participation is possible.

Public Relations Coordinator: Creatively provides the public with information on Special Olympics and intellectual disabilities in order to increase and maintain public awareness and support for local programs and projects. This individual will seek PR opportunities in all areas of communication to include: TV, radio, print, online, etc.

Treasurer: Responsible for all aspects of the financial administration for the Local Program. This individual will ensure the financial health of the Local Program is monitored and, as appropriate, make adjustments to activity levels. She/he provides regular and ongoing financial reports to the Management Team and SOPA.

Volunteer Coordinator: Responsible for all aspects of volunteer management, services and non-sports related training in the assigned Local Program. Working with all components of the Local Program, this individual will assess the manpower needs for each, actively publicize the needs in the greater community, and assure appropriate training is offered to support a successful experience for any new volunteer.

Database Coordinator: Responsible for entering required information into the database for all program delegates including, but not limited to, athletes, coaches and the program management team. This is accomplished in coordination with the activities of the athlete registration coordinator, volunteer coordinator and manager.

Family Coordinator: Responsible for recruiting and coordinating the activities of Special Olympics athlete family members to encourage participation. In addition, this individual will seek opportunities for families to share information, social interests, and offer support.