



**TITLE:** Volunteer Management Team

### **GOAL/IMPACT**

Special Olympics Southern California (SOSC) is dedicated to creating opportunities for our athletes to find strength, success, confidence, and joy on and off the playing field. Making each competition meaningful to the athletes and to their families is important.

The Games Management Team (GMT) is a group of volunteers that manages all aspects of the games. The GMT concept incorporates several groups within a team to alleviate overload on one person. The GMT consists of the Games Director, Competition Director, Managers and Leads. Combined they are responsible for carrying out the mission, goals, planning and conducting high quality games while adhering to the predetermined timelines.

Volunteer Management Team (VMT) members assist with the overall check-in process at competitions and events. VMT members are typically the first face a volunteer sees upon arrival, and will help provide direction and instruction to volunteers.

### **KEY RESPONSIBILITIES**

- Work closely with other VMT members to create a friendly and welcoming environment for competition and event volunteers
- Set-up and/or clean-up of Volunteer Check-In station at competitions
- Communicate with and check-in volunteers using registration system or check-in roster, including pre-registered volunteers and walk-ups
- Provide directions, on-site materials, credentials, and brief orientation to ensure volunteers receive detailed instructions for their shift
- Create and maintain a positive and fun environment for volunteers

### **TRAINING & SUPPORT**

- Day-of training and orientation will be provided by SOSC staff

### **Commitment and Work-Site**

- Day-of competition hours may vary, throughout a 8-10 week season
- Volunteer Check-In locations may be indoors, or under a designated canopy outdoors, depending on competition location

### **QUALIFICATIONS, SKILLS & REQUIREMENTS**

- Minimum age 16 years old with a government issued ID (driver's license, military ID or passport). School ID acceptable for volunteers 16-17.
- Must complete online volunteer application, online trainings, and background check (if over 18). Recertification required every 3 years
- Commitment to the Mission and Philosophy of SOSC



## **BENEFITS**

- Direct interaction and impact on SOSC athletes!
- Build a strong team to work together to achieve our vision of acceptance, inclusion, and well-being for people with intellectual disabilities through sports
- Experience enthusiasm, joy, and personal achievement alongside our athletes