



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.

STATE GAMES ORGANIZING COMMITTEE POSITIONS OVERVIEW

Event Director: Manages the committee, builds relationships in community and oversees the Event.

Athlete Rep & Mentor: Local Special Olympics Athlete and his/her Mentor will provide suggestions, feedback and serve as liaisons to other Games athletes.

Administration Director: Responsible for all personnel, procedures and activities related to the following:

Computers – Games management software, competition needs, registration needs and the Event website.

Registration – Participant registration for the Event.

Evaluation – Develop and oversee a team of evaluators for the Event to make future improvements.

Housing – Participant housing and works with designated hotels.

Families & Information – Event Information and activities for families and other spectators.

Competition Director: Responsible for all personnel, procedures and activities related to the Competition venues (i.e., Athletics, Aquatics, Alpine Skiing, etc.) offered at the specific event.

Sports Director – Competition expert for the sports offered. Will assist with day of running of the venue and rules enforcement.

Human Resources Director: Responsible for all personnel, procedures and activities related to the Human Resources areas and venue operations for specific Games.

Venue Director – Coordination for the specific sports venue as offered by specific event.

Special Events Director: Responsible for all personnel, procedures and activities related to the following:

Ceremonies – Opening and Closing Ceremonies including speakers, venue/decoration set-up, and program.

Entertainment – Evening activities including Victory Dance and any other evening entertainment.

Awards – Oversees awards presentations for all competitions.

VIPs & Sponsors – Sponsor/VIP recognition including any receptions, volunteers, speaking opportunities, or awards presentations.

Media & Publicity – Works closely with SOPA PR Director to coordinate media opportunities and awareness in the community for the Event.

Support Services Director: Responsible for all personnel, procedures and activities related to the Support Services areas of: equipment, medical, food & donations, security & communications, transportation, and signage.

Equipment – Equipment procurement, distribution, and collection for all activities during the Event.

Medical – Medical coverage needed for activities at the Event.

Food & Donations – Secures all food needed for the Event, its distribution and clean-up.

Security & Communications – Security coverage and communication needs for the Event.

Transportation – Transportation needs such as shuttles and parking for participants.

Signage – Develops, hangs, and collects all signage needed for activities and venues at the Event.



Special Olympics
Pennsylvania

State Competition Volunteer Opportunities

