



## **BECOMING A PROGRAM VOLUNTEER**

Special Olympics volunteers fulfill a variety of important roles, which vary from one-time event volunteers, to program coaches, to board members. Regardless of how much time you have to give, you can make a difference.

Prior to becoming a volunteer for the first time, SOA will connect you with your local affiliate in order to find a role that works best for you and fills the needs of the Special Olympics community.

Please note that SOA requires criminal record checks as well as references for all new volunteers.

### **Program Volunteer Roles**

#### **Affiliate Management Committees**

Develop, operate, and maintain Special Olympics programs at the community level. Each management committee needs volunteers to fill the following roles (positions may vary depending on the size and needs of each affiliate):

- Chairperson
- Vice Chairperson
- Secretary
- Treasurer
- Program Coordinator
- Registrar
- Fundraising Coordinator
- Public Relations Coordinator
- Volunteer Coordinator

Please [contact the Affiliate in your area](#) if you are interested in participating in the Management Committee.

### **Program Support Volunteers**

Program volunteers are critical to the success of our sport programs. They fulfill an admin role at weekly programs that ensures that coaches can focus on coaching.

### **Special Events**

Special event volunteers are a vital part of Special Olympics Alberta. These volunteers are required for competitions, fundraising, and other such events throughout the year.

### **Special Olympics Sport Technical Representatives (STR)**

Special Olympics Sport Technical Representative are volunteers with expertise in a specific sport. STR's provide technical information and support to Special Olympics Alberta for sport development, rules review and Provincial competitions. They also provide sport advice to affiliates and coaches. Special Olympics Alberta is always interested in volunteers with expertise and knowledge in specific sports to fill these roles.



## **VOLUNTEER REQUIREMENTS**

### **How does Special Olympics train volunteers?**

All volunteers will receive both formal and informal training while getting registered, including a volunteer orientation. The type of volunteer role will determine the depth of training required. For example, coaches are required to take at least one of the National Coaching Certification Program (NCCP) courses. Please visit the "*Becoming a coach*" PDF page for more information.

### **What is the first step for new volunteers?**

In order to make sure that both our athletes and volunteers get the most out of our programs, Special Olympics Canada has developed an online volunteer orientation (SO Learn) to provide information to new volunteers on what we do, who we serve and what they need to know to get started. All volunteers and coaches must complete the online volunteer orientation by Special Olympics Canada.

### **The checklist**

- 1) Complete volunteer inquiry form
- 2) SOA will connect you with your local affiliate
- 3) Police information check
- 4) [SO Learn](#) online orientation (recommended)



**STEP-BY-STEP VOLUNTEER ON-BOARDING PROCESS:**

- Step 1: Volunteer contacts Chapter/Local Program
- Step 2: Chapter/Local Program representative meets w/ volunteer for screening/placement purposes (in-person/phone) and checks their references.
- Step 3: Volunteer is assigned to a program
- Step 4: Volunteer attends Chapter/Local Program orientation event (if applicable)
- Step 5: Volunteer completes the online orientation and quiz/Police Record & Vulnerable Sectors Check. If a PRC has been completed within the last 12 months, volunteers will not be asked to complete another one at this time.
- Step 6: Volunteer starts with program

Interested in volunteering? [Complete our volunteer inquiry form.](#)