



Volunteer Roles Job Descriptions

Updated: January 2022





Welcome

Volunteers are the driving force behind all aspects of Special Olympics BC, acting as Local Committee members, subcommittee members, coaches, and program volunteers.

The time and dedication to the local community are the greatest gifts that can be given to the athletes and are greatly appreciated.

This document provides general job descriptions for volunteer roles within Special Olympics BC. Each community will vary in terms of what specific volunteer roles are needed to meet the needs of that community,

For further information or questions please contact the Community Development Coordinator for your region.

Contact information for all SOBC staff, including your Community Development Coordinator, can be accessed at [SOBC Staff Contacts](#).

General Contact Info:

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Job Description - Local Coordinator

Liaise with: Regional Coordinator, SOBC Community Development Coordinator, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 year term (no limit to the number of terms)

Goals:

Provide for the effective and efficient operation of the Local.

Areas of Responsibility:

- Oversee and participate in the operation of the Local
- Engage in continuous learning about Special Olympics events and organizational goals
- Educate coaches and volunteers within the community of the committee's goals
- Assist Special Olympics staff in achieving and implementing initiatives at the grassroots level
- Represent the Local's point of view at regional & provincial meetings
- Actively communicate with the Provincial Office and Regional Coordinators, and in turn relay information in a timely manner to appropriate volunteers
- Be the main contact for the Local and connect information to appropriate people
- Provide direction and guidance to volunteers within the Local in respect to their specific duties. Assist in finding answers when questions arise, and encourage continuous learning for coaches, volunteers, and athletes.

Specific Accountabilities:

- Schedule, set agendas for and chair a minimum of 10 regular meetings per year
- Provide leadership to the Local Committee
- Attend Regional meetings and conferences
- Represent the Local's point of view at regional meetings and to actively communicate with Provincial Office and Regional Coordinator
- Lead Annual planning for the Local with input from coaches and the committee
- Lead development of an annual plan & budget for the Local in consultation with the Local Committee and the SOBC Community Development Coordinator
- Communicate with all committee members, including guiding and directing them with their specific duties
- Ensure all policies and procedures are adhered to
- Ensure all Accreditation documents are sent to the Community Development Coordinator by specified deadlines after gaining input from the rest of the local committee
- Plan an Annual Meeting between May 1st and June 30th, ensure that meeting is publicized (Facebook, newspaper, etc.) 30 days prior to the meeting

Local Coordinator Manual – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Volunteer Coordinator

Liaise with: Local Coordinator, Local Committee, Volunteers

Position: Volunteer - Elected by the Local membership

Commitment: 1 year term (no limit to the number of terms)

Goals:

Establish and implement a recruitment and on-boarding program to ensure the Local has the highest quality volunteers with the best training available at every level of the Local

Specific Accountabilities:

Ensure that incoming volunteers take the on-line orientation, are provided with appropriate training and on-boarding information

Fill requests for volunteers from other Local Committee members through targeted recruitment strategies

Work with the Registration Coordinator to organize an annual registration day early in the fall (September)

Attend registration day and work with the Registration Coordinator to ensure that SOBC registration policy is followed:

- Ensure all new volunteers have a Criminal Record Check
- Ensure all new volunteers complete required registration documents

Access training opportunities for all levels of volunteers and make sure they are communicated (i.e., coaching courses, regional conferences)

Evaluate volunteer placement, and if required, work with the Local Coordinator to remove a volunteer from their duties and/or move people into better suited roles

Ensure volunteers are recognized

- Host a volunteer appreciation event
- Work with Local Committee to fill out and submit SOBC award applications

Provide a Volunteer Coordinator's report at monthly Local Committee meetings

Attend monthly Local Committee meetings

Volunteer Coordinator Manual – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Program Coordinator

There are many responsibilities that fall under the Program Coordinator position. Some locals in BC offer all 18 sports which may require the position to be divided. If your local is one that offers many sports, you can discuss the potential of sub-committee positions that fall under the Program Coordinator to delegate some of the responsibilities of the position or split the role into two positions as detailed in the following job descriptions.

If positions are fulfilled as sub-committee positions, these roles would not need to attend the monthly local committee meetings but would provide reports to the Program Coordinator.

Job descriptions for head coach, assistant coach and program volunteer are applicable as well as they report through to the Program Coordinator

(Option A Program Coordinator: 1 Position)

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Coordinate all aspects of sport programs run by the Local, including facilities and equipment. Act as the key liaison for all coaches and in turn represent the voice of the coaches to the Local Committee.

Specific Accountabilities:

Chair regularly scheduled coaches' meetings (at least two per year) for all sport programs

Connect with all sports and head coaches monthly by phone, email, or program visit (optional)

Liaise with your Community Development Coordinator to utilize the Best Practices Resource and ensure programs are being run in accordance with SOBC policies & procedures

Develop a program schedule with time/date/location for all programs offered in the Local

Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required

Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)

Ensure all coaches have the training required for their position:

- NCCP courses
- Professional development opportunities (i.e., Coach Development Workshops, etc)



Provide a Program Coordinator's report at monthly Local Committee meetings with an update on each program including:

- Plans for upcoming season
- Facility, equipment, or uniform needs
- New program requirements (additional volunteers, etc.)

Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required

Attend monthly Local Committee meeting

(Option B Program Coordinator: 2 Positions Facilities & Coaching)

Job Description Position 1: Facilities

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Coordinate facilities used for all programs run by the Local and ensure that they have the equipment and uniforms required.

Specific Accountabilities:

Develop a program schedule with time/date/location for all programs offered in the Local

Secure all facilities at appropriate times for all sport programs and handle facility insurance requests as required

Ensure that all equipment and uniforms are ready for distribution each sport season and collected at the end of each sport season (not applicable if there is an Equipment Manager)

Liaise with coaches on equipment, facility and uniform needs and requirements (not applicable if there is an Equipment Manager)

Provide Program Coordinator's report at monthly Local Committee meetings with an update on all facility, equipment & uniform information and needs

Assist with facilities and support for local competitions and/or regional events as required

Attend monthly Local Committee meetings



Job Description - Position 2: Coaching

Liaise with: Local Coordinator, Coaches, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Ensure that all coaches receive training opportunities required for their position. Act as the voice of coaches from all sports to the Local Committee and ensure coaches are well supported.

Specific Accountabilities:

Chair regularly scheduled coaches' meetings (at least two per year) for all sport programs

Ensure all coaches have the training required for their position

- NCCP courses
- Professional development opportunities (regional conferences, sport specific courses, etc.)

Connect with all sports and head coaches monthly by phone, email, or program visit

Liaise with your Community Development Coordinator to utilize the Best Practices Resource and ensure programs are being run in accordance with SOBC policies & procedures

Provide Program Coordinator's report at monthly Local Committee meetings with an update on each program, plans for upcoming season and new program requirements/developments

Present options and make recommendations to the Local Committee for vacant Head Coach positions

Assist with planning and support coaches taking athletes/teams to competition, and help with local competitions and/or regional events as required

Work with the Volunteer Coordinator to recruit and place new coaches and program volunteers and if required assist with on-boarding

Attend monthly Local Committee meetings

Program Coordinator Manual – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Secretary

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Provide support to the Local Committee regarding correspondence and meeting minutes.

Specific Accountabilities:

Record and distribute the minutes of Local Committee meetings to all local committee members, Regional Coordinator, and the Community Development Coordinator within two weeks of the meeting date

Prepare and distribute outgoing communications from Local Committee including thank you/get well cards as needed

Assist other committee members with events, fundraisers, or initiatives as necessary

Attend monthly Local Committee meetings.

Secretary Manual – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Treasurer

Liaise with: Local Coordinator, Local Committee, SOBC Manager, Finance and Administration

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Develop a working budget for the Local and maintain and present the Local financial statements each month.

Specific Accountabilities:

Submit a financial statement to SOBC Provincial Office monthly by the required deadline

Report to Local Committee on the financial status of the local at every local meeting

Make deposits and write cheques as required

In consultation with the Local Committee develop an annual budget (July 1 - June 30) to cover the operation of the local

Submit the annual budget along with Accreditation to the Community Development Coordinator by the specified deadline

Assist other committee members as necessary

Prepare an overview of the spending to date for the Annual Meeting in June

Provide monthly reports on financial status to the Local Committee

Attend monthly Local meetings

Treasurer Resources – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Registration Coordinator

Liaise with: Local Committee, athlete and volunteer members and their families

Position: Volunteer - Elected by the Local membership

Commitment: 1 year term (no limit to the number of terms)

Goals:

To ensure that all Athletes and Volunteers are registered with Special Olympics BC and required registration information is provided to Committee members and Head Coaches as needed

Specific Accountabilities:

Prepare and distribute registration packages for athletes and volunteers

With support from the local committee, organize in-person registration event(s).

Receive registration and input new members and update information for existing members in the Portal (registration database)

Monitor local designated PO Box for mailed registration (as applicable)

Follow up on missing information to ensure registration information is complete

Input any changes in athlete / volunteer information into the Portal as received

Monitor status of registration documents to ensure athletes and volunteers complete required registration documents prior to starting a program

Maintain a secure filing system to allow for retention of registration forms for a period of two years

Answer enquiries from prospective athletes and their families

Provide head coaches with needed information prior to the start of each season

Monitor status of CRCs and in conjunction with the Volunteer Coordinator providing information to volunteers on how to apply for a CRC

***Duties may be split with one volunteer managing athlete data and a separate volunteer managing volunteer data. Monitoring CRCs and supporting volunteers with applications for CRCs may be managed by the Volunteer Coordinator. Exact responsibilities will vary by local*

Attend monthly Local Committee meetings (as applicable)



Job Description - Public Relations Coordinator

Liaise with: Local Coordinator, Local Committee, SOBC Manager -Communications

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Tell more people about Special Olympics so that they will become fans of Special Olympics and volunteer, donate, or participate.

Specific Accountabilities:

Coordinate all aspects of public relations/communication for the SOBC Local (i.e., feature stories, advertising of meetings, events, news releases, public service announcements, etc.) and develop relations with local media contacts

Work with Coaches to provide written articles/photos and story leads to local media

Organize local promotional events (Mall displays, etc.)

Responsible for correct use of style guide

Develop a communications plan including:

- Social media
- E-newsletter
- Webpage
- Facebook account
- Internal communications

Attend monthly Local Committee meetings and provide updates on Public Relations

Public Relations Coordinator Manual – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Fundraising Coordinator

Liaise with: Local Coordinator, Local Committee, SOBC Fundraising team

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Develop and implement a fundraising plan to ensure there is sufficient funding for the ongoing operations of the Local.

Specific Accountabilities:

Coordinate all fundraising activities for the local

Develop an annual fundraising plan that includes (but may not be limited to):

- Contacting service clubs and other organizations that might provide financial support to the local
- Engaging in corporate and donor support
- Hosting at least one fundraising event per year (to jointly raise funds and build on public awareness)

Liaise with SOBC Provincial Office regarding fundraising activities, grants, sponsors, and campaigns

Recognize, support, and partake in provincial and national sponsor programs where applicable in the local (Staples, Sobeys, LETR etc.) and ensure relevant sponsor benefits are provided at the Local level (i.e., exclusivity where promised, inclusion at competition and events)

Work with local committee:

- Public Relations/Media Coordinator to ensure correct use of the Special Olympics style guide when preparing materials
- Treasurer to seek out and submit grant applications
- Volunteer Coordinator and Athlete Coordinator to secure volunteers and athletes for fundraising events and initiatives

Attend monthly Local Committee meetings and provide updates on fundraising

Fundraising Coordinator Manual – available in the [Resources section](#) of the [SOBC Website](#)



Job Description - Equipment Coordinator

Liaise with: Local Coordinator, Local Committee
Position: Volunteer - Elected by the Local membership
Commitment: 1 Year term (no limit to the number of terms)

Goals:

Ensure the correct storage, distribution, and maintenance of all sport program equipment for the Local.

Specific Accountabilities:

Responsible for checking out equipment to coaches at the start of their season and collecting and inspecting equipment at the end of their season

Maintain organized equipment storage space and an updated inventory of sport equipment belonging to the Local

When required, aid in sourcing and quoting new equipment for sport programs, utilizing quotes from 3 different sources

Attend monthly Local Committee meeting (as applicable)

Attend coach meetings when they arise

*** The above responsibilities are also listed as part of the Program Coordinator role but larger locals may wish to delegate a separate volunteer to undertake the role*



Job Description - Family & Friends Coordinator

Liaise with: Local Coordinator, Local Committee, Families

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Coordinate the involvement of parents/caregivers with the Local SOBC committee.

Specific Accountabilities:

Establish a communication plan to distribute and receive feedback from families and friends

Find ways to involve families and friends in the Local (i.e., helping at or attending fundraisers and sport programs and competitions)

Host one to two families and friends' events per year

Gather email addresses and distribute e-newsletter to families and friends

Establish a telephone/email tree to get information to families & friends (i.e., upcoming events, important dates, and deadlines)

Represent families and friends on the Local Committee

Attend monthly Local Committee meetings (as applicable)



Job Description - Special Events Coordinator

Liaise with: Local Coordinator, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Organize Special Events as requested and approved by the Local Committee

Specific Responsibilities:

Organize any social events approved by the Local Committee (i.e., Christmas party, year-end party)

Assist other Committee members with events as requested (i.e., meals at competitions hosted by the Local, volunteer appreciation events, fundraising events, registration day BBQ)

Create a budget for yearly plans and submit to Local Committee at beginning of the fiscal year

Attend monthly Local Committee meetings (as applicable)



Job Description - Youth Coordinator

Liaise with: Local Coordinator, Local Committee, Community Development Coordinator

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Implement programs for pre-school and school aged youth and liaise with various groups currently working with this population

Specific Responsibilities:

Work with the Community Development Coordinator to determine which programs would be best for the Local

Work with the Volunteer Coordinator to recruit facilitators

Ensure that facilitators attend the Young Athlete Facilitator training

Work with the Program Coordinator to book facilities

Meet with Child Development Centers, Schools, and Government Agencies to recruit athletes

Work with Public Relations Coordinator to advertise the Youth Programs

Ensure Youth Leaders are kept in contact with the Local Committee

Attend monthly Local Committee meetings (as applicable)



Job Description - Athlete Representative

Liaise With: Local Coordinator, Athlete Mentor

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

To seek input from athletes in the Local and represent athletes on the Local Committee

Specific Responsibilities:

Actively gather information from fellow athletes within the SOBC Local.

Voice the concerns/questions of the athletes to coaches and/or the SOBC Local Committee

Report pertinent information to fellow athletes within the SOBC Local

Work with Local Committee to encourage athletes to come out to Local and Provincial fundraisers

Act as a leader and role model to all SOBC Athletes

Attend monthly local committee meetings



Job Description - Athlete Leader Liaison

Liaise with: Athlete Representative, Athlete Council, Local Committee

Position: Volunteer - Elected by the Local membership

Commitment: 1 Year term (no limit to the number of terms)

Goals:

Mentor Athlete Representative and/or Athlete Council member(s) and act as liaison to the Local Committee.

Specific Accountabilities:

Act as Mentor to Athlete Representative

Attend Athlete Council meetings and assist Chair in leading these meetings, developing the agenda, and taking minutes

Attend monthly Local Committee meetings and report on findings of Athlete Council and/or assist Athlete Representative in reporting to Local Committee

Attend Athlete Leadership training with Athlete Representative or other members of the Athlete Council and/or assist in finding volunteers to serve as Mentors for Athlete Leaders within the Local



Job Descriptions – Sport & Program

Head Coach

**NOTE: To ensure all criteria are being met, it is expected that some duties should be delegated to either an Assistant Coach or Team Manager*

Liaise with: Program Coordinator, Assistant Coach

Commitment: 2 Year term, reviewed at end of each year (No limit to the number of terms)

Goals:

Lead planning and delivery of quality sport programs

Specific Accountabilities:

Prior to start of season hold a pre-season meeting with assistant coaches and program volunteers to determine yearly goals, seasonal plan, and review year's budget

Regularly communicate with assistant coaches (i.e., 10 minutes prior to start of each practice as well as 10 minutes following)

Plan all activities for the season (weekly lesson plans, seasonal plan, yearly goals)

Ensure appropriate consultation is had with all coaching contingents

Review Emergency Action Plan with all volunteers and athletes, practice at least once per season

Conduct a Skill Assessment of all athletes at beginning of season

Serve as official spokesperson for the athletes/team

Maintain necessary contact & communication with parents/caregivers

Minimum two (2) notices a season (i.e., pre & post season)

Make available Head Coach's contact phone number to members in their program

Ensure timely written notice to caregivers and/or athletes of all games/competition regarding all aspects including time, place, travel arrangements and equipment needs

Ensure that all athletes/volunteers are registered to participate

Take weekly attendance

Ensure that follow-up phone contact is made to all athletes not at practice or competition/games



(Head Coach continued)

Facilitate practices with assistant coaches with the safety and wellbeing of the athletes as the foremost concern

Attend regularly scheduled coaches' meetings or send a representative

Ensure all athletes/volunteers have gone home or have been picked up after practices, and that the facility is returned to original condition

Regularly attend and coach athletes/team in all practices and competitions

Regularly attend competitions with athletes/team

Devote adequate time to preparation of athletes for events, as per SOC Competition Sport Workshop (warm-up, skill development, cool down, mental preparation, attire, equipment)

Follow Sport Specific Skill Book or other resources available

Ensure that athletes are physically prepared to achieve maximum performance at competition

Prepare and submit a year-end report to Program Coordinator, which contains a summary of the year's activities (may also contain evaluations of players & any recommendations)

Ensure behavioral or medical incident reports are completed when needed

Prepare next season's budget and submit to program coordinator

Requirements:

Must be at least 19 years of age

Must be fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, and Making Ethical Decisions module and online evaluation completed) and any additional requirements in place at the time

Must abide by Special Olympics BC policies

Must abide by procedures set by the Local

Must follow the philosophy of Special Olympics BC as presented in the Mission Statement

Head Coach Manual and Coaching Resources – available in the [Resources section](#) of the [SOBC Website](#)



Assistant Coach

Liaise with: Head Coach, Program Coordinator

Commitment: 2 Year term, reviewed at end of each year ((No limit to the number of terms)

Goals:

In conjunction with the Head Coach and program volunteers' delivery quality sport specific programs

Specific Accountabilities

Assist Head Coach will all duties, as delegated by Head Coach

Regularly communicate with Head coach (i.e., 10 minutes prior to start of each practice)

Adhere to the plans of Head Coach (weekly & seasonal)

Assist with supervision of athletes

Supervise activities when deemed necessary by Head Coach

Coach team in all practices and competitions

Regularly attend practices & competitions with athletes

Devote adequate time to preparation of athletes for events, as per SOC Competition Sport Workshop (warm-up, skill development, cool down, mental preparation, attire, equipment)

Follow Sport Specific Skill Book

Requirements:

Must be at least 16 years of age

Must be fully SOC competition trained within the first year of coaching (SOC Competition Sport Workshop, and Making Ethical Decisions module and online evaluation completed) and any additional requirements in place at the time

Must abide by Special Olympics BC policies

Must abide by procedures set by the Local

Must follow the philosophy of Special Olympics BC as presented in the Mission Statement

Coaching Resources – available in the [Resources section](#) of the [SOBC Website](#)



Program Volunteer

Liaise with: Head Coach, Assistant Coach

Commitment: 1 year term

Goals:

Support Head and Assistant coaches in the delivery of quality sport programs

Specific Accountabilities:

Attend practices on a regular basis

Communicate with Head Coach regarding practices

Adhere to the plans of the Head Coach (weekly and yearly)

Devote adequate time to preparation of athletes for events

Requirements:

Must be at least 12 years of age

Complete the SOC Online Volunteer Orientation Modules

Recommended to complete the SOC Online Competition Workshop

Must abide by Special Olympics BC policies

Must abide by procedures set by the Local

Must follow the philosophy of Special Olympics BC as presented in the Mission Statement

Coaching Resources – available in the [Resources section](#) of the [SOBC Website](#)