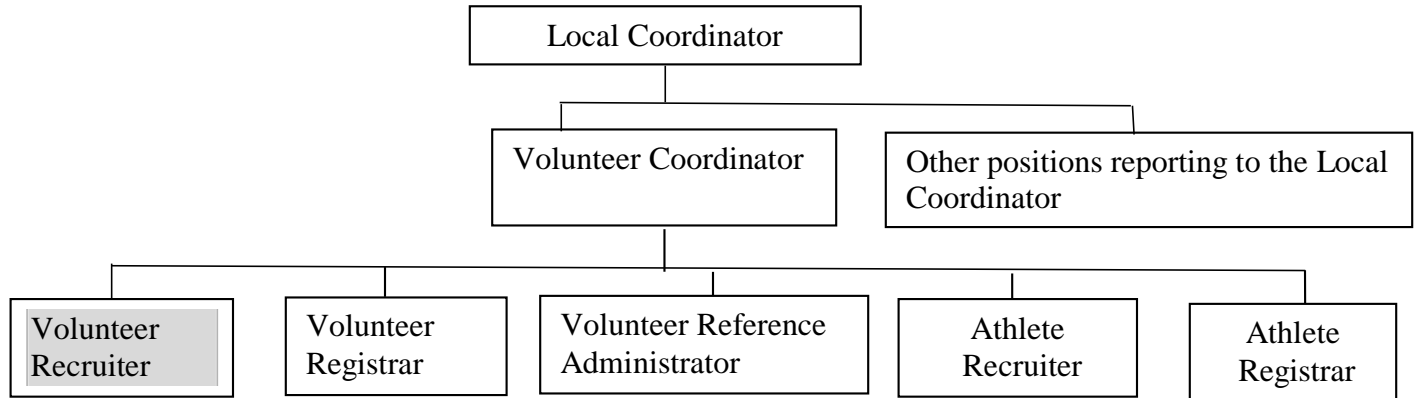


## Job description – Volunteer Recruiter

Title: Volunteer Recruiter	Reporting to: Volunteer Coordinator
Position: Volunteer	Commitment: 2 years
Time Commitment: variable with an average of 20 hours/month. Busiest at start of seasons during September/October and again in April.	

Position in Special Olympics BC – Victoria



### Focus of the position:

- To recruit the following types of volunteers for Victoria Special Olympics:
  - head coaches for sports
  - assistant coaches for sports
  - general volunteers to support athletes at special events, e.g. tournaments, fundraising events
  - Local Committee (executive) and sub-committee positions.

### Skills required:

- Organized, proactive, solution-focused, good interpersonal skills, works independently, confident.
- Proficiency with MS Word and Excel
- Ability to create basic recruitment posters and mailing lists
- Ability to write brief advertisements for volunteer postings

### Availability

- September – June (Special Olympics year).
- Work can be done either during the day or in evening hours.

### High level overview of Special Olympics year – focus on recruitment

Pre-season	Winter Season – 16 weeks					Pre-season	Summer Season – 12 wks			Off	
Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug
<ul style="list-style-type: none"> <li>• Recruit head &amp; asst. coaches</li> <li>• Attend coach orientation session (Oct)</li> </ul>					Special event	<ul style="list-style-type: none"> <li>• Recruit head &amp; asst. coaches</li> <li>• Attend coach orientation session</li> </ul>	Special event	Special event	Special event		
Recruit for Local Committee & sub-committee as needed. Generally during March – May for following year; approx. 5 positions/year											

**Responsibilities:**

- Developing an annual recruitment strategy
  - under the supervision and leadership of the Volunteer Coordinator, the Volunteer Recruiter will create an annual recruitment strategy based on the anticipated needs of the upcoming year.
- Attending each sport once in a season to develop a general understanding of the sport program
- Recruiting all volunteers for Victoria Special Olympics
- Identifying sport and other organizations that may be a source of skilled volunteers
- Responding to enquiries from people interested in volunteering; briefing them and then
  - directing them to appropriate Local Committee member if interested in a Local Committee or sub-committee position, or
  - providing them with the registration link for sport volunteers
- Responding to requests from head coaches for volunteers
- Providing a list of assistant coaches to head coaches at the start of each season
- Updating Volunteer Victoria website as necessary
- Attending the October and March coach orientation sessions
- Obtaining quotes for recruitment ads, getting approval, and preparing ads as necessary
- Attending volunteer fairs as appropriate
- Arranging for placement of rack cards and brochures as appropriate
- Preparing a simple, bulleted, monthly report for the Volunteer Coordinator of activities done each month and any issues or questions to be addressed.

**Recruitment Approach**

Depending on the need, the volunteer recruiter will use either a broad-based recruitment or targeted recruitment approach.

**Broad-based recruitment**

- Used for identifying volunteers for general tasks that do not require specific skills, e.g. supervising athletes that are bagging groceries at a grocery store; assisting at tournaments with time keeping and recording scores.
- Promoting the need for volunteers to a broad audience. This might entail taking out ads in the media, social media posting, or putting up posters.

**Targeted recruitment**

- Used when we want to recruit individuals with a particular skill set, e.g. a head coach for a particular sport; an individual with fundraising experience to be the fundraising coordinator.
- Promoting the need for volunteers to a specific audience. This means identifying which organizations are likely to have people with the right skill set and contacting them specifically, e.g. identifying sport clubs for specific sports (skating, soccer).

### Categories of volunteer recruitment

There are four categories of volunteer recruitment. Depending on the type of volunteer required, the recruitment approach will vary.

Volunteer category	Approach	Comments
1. Head Coaches	Targeted recruitment	<ul style="list-style-type: none"><li>• Identify sport specific organizations to target</li></ul>
2. Assistant coaches	Blended: <ul style="list-style-type: none"><li>• broad-based, and</li><li>• targeted</li></ul>	Broad-based: <ul style="list-style-type: none"><li>• Advertise through Volunteer Victoria</li><li>• Posters at universities and colleges</li></ul> Targeted: <ul style="list-style-type: none"><li>• Posters at local sport clubs</li><li>• Email messages to local sport clubs</li></ul>
3. Special Events	Broad-based recruitment	<ul style="list-style-type: none"><li>• Use existing db of sport volunteers</li><li>• Using the existing db, create a db of special event volunteers to recruit from</li><li>• Establish relationships with other philanthropic organizations who may provide volunteers</li></ul>
4. Local Committee and sub-committee positions	Targeted recruitment	<ul style="list-style-type: none"><li>• Identify skills required for position and develop strategy for recruitment</li></ul>

### How the volunteer recruiter interacts with other Special Olympics volunteer positions:

- The Volunteer Recruiter works directly with:
  - the Head Coach Coordinator when a new head coach is needed
  - the head coaches of each sport to identify when assistant coaches are needed
  - the special event coordinators when volunteers are needed for short periods of time, e.g. 2-hour shifts at sport tournaments; 2-hour shifts during a fundraising event, e.g. car wash
  - the Volunteer Registrar to obtain up-to-date copies of the volunteer database to support recruitment
  - the Volunteer Coordinator when Local Committee and sub-committee volunteers need to be recruited

If you are interested please contact Margot Tubman, Coordinator of Volunteers at:  
[specialo.mtubman@gmail.com](mailto:specialo.mtubman@gmail.com)

## Additional detail of recruitment tasks during the year

<p><b>August</b></p>	<ul style="list-style-type: none"> <li>● Request updated database from Volunteer Registrar</li> <li>● Send the following email to each volunteer  <i>We are currently recruiting volunteers for our *Winter Sports Program which starts the first week of October. I'm looking forward to having you return for another season. Based on your selected sport of interest when you registered as a volunteer, the head coach will be contacting you very soon to confirm your availability for the Winter program.</i></li> </ul> <p><i>Our *Winter sports are:</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>.Basketball</li> <li>.Rhythm Gymnastics</li> <li>.Floor Hockey</li> <li>.5 pin and 10 pin Bowling</li> <li>.Speed Skating</li> <li>.FUNdamentals (ages 7 – 11).</li> </ul> </td> <td style="width: 50%; vertical-align: top;"> <ul style="list-style-type: none"> <li>.Snowshoeing</li> <li>.Alpine Skiing</li> <li>.Swimming</li> <li>.Curling</li> <li>.Figure Skating</li> </ul> </td> </tr> </table> <p><i>Volunteers are critical to Special Olympics offering sports opportunities for our athletes. If you haven't done so already, please complete the attached Return Volunteer Registration Form and Code of Conduct as soon as possible. (see attached)</i></p> <p><i>If you have questions or would like more information about a specific sport, please feel free to contact me. The Winter Sports Schedule is also attached for your reference.</i></p> <p>*change the season and sports as needed for summer season</p>	<ul style="list-style-type: none"> <li>.Basketball</li> <li>.Rhythm Gymnastics</li> <li>.Floor Hockey</li> <li>.5 pin and 10 pin Bowling</li> <li>.Speed Skating</li> <li>.FUNdamentals (ages 7 – 11).</li> </ul>	<ul style="list-style-type: none"> <li>.Snowshoeing</li> <li>.Alpine Skiing</li> <li>.Swimming</li> <li>.Curling</li> <li>.Figure Skating</li> </ul>
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<p><b>September 6</b></p>	<ul style="list-style-type: none"> <li>● Send recruitment email with posters to contacts at UVic and Camosun and request they post</li> <li>● Contact News Group – Sports or Seniors editors ask if they have some free space to advertise or if they wish to publish an article about SO volunteers / sports</li> </ul>		
<p><b>Mid-September</b></p>	<ul style="list-style-type: none"> <li>● Mid-September (a least a week before the coach orientation meeting)</li> <li>● By email, send a list of volunteers by sport to the respective head coaches.</li> <li>● Request that Head coaches contact each person on the list</li> <li>● Ask head coaches to notify volunteer recruiter if they need more volunteers or if they have enough</li> <li>● Redirect those volunteers not needed to another sport</li> </ul>		
<p><b>September 20 – 30 (if needed)</b></p>	<ul style="list-style-type: none"> <li>● If required, post recruitment posters in Sidney (5 pin bowling) and Langford (10 pin bowling)</li> <li>● Sidney – Thirfty's, Bowling alley, Library, Safeway, Mary Winspear Centre</li> <li>● Langford – Coffee Shops, Mall, Bowling alley, Eagle Crest Rec centre</li> <li>● Sport specific posters can be posted at many sporting outlets around town</li> </ul>		

	<ul style="list-style-type: none"> <li>• Rec Centres, Senior Activity Centres – coffee shops are very good posting locations</li> <li>• Note: Special Olympics does not post on Craigslist or Used Victoria</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>• October is the busiest month, so check email at least once per day (sometimes more)</li> <li>• A week or two after the start of the sports, send an email to all head coaches to see if they need any more assistant coaches. Are there any specific skills set needed for the volunteer/assistant coach?</li> </ul> <p><i>Follow up with potential volunteers</i></p> <ul style="list-style-type: none"> <li>• After the “recruitment email” is sent to potential volunteers, check the latest database for their name. If we do not have enough volunteers, follow up to see if the potential volunteers is still interested.</li> </ul>
<b>March 10 - 15</b>	<ul style="list-style-type: none"> <li>• This whole process is repeated for the Spring Sports which start the first week of April.</li> <li>• Contact with current volunteers should start March 10 - 15</li> </ul>

## **Other information**

### *General recruiting*

- After the start of the seasons, emails and phone calls will trickle in for you to reply. Use these new recruits to fill the positions that come vacant during the season.
- Edit emails (and posters) to suit your requirements (for example, if floor hockey has all the assistants needed, you should delete that sport from advertisements/emails)

### *If assistants or volunteers are still needed in a sport*

- ask a volunteer that was previously interested but was not needed if they are interested in the position(s) available. If yes, then get them registered and notify the head coach. If they are not interested in the position, ask if they will register for a spring sport (or next season).

### *Volunteer Victoria*

- will advertise in the newspaper on our behalf – they take the information from our posted volunteer positions on their website – so keep this site up to date. V V might contact you to see if you have a choice which position is advertised by them. They do not take requests.

### *Job Descriptions*

- If the position vacant is not sport-related, contact the Volunteer Coordinator to confirm that you have the most up-to-date job description.

*Sample of response email to potential volunteers: (change the sport/season when necessary)*

*Thank you for your interest in Special Olympics.*

*Special Olympics is a volunteer, non-profit organization providing sport, recreation, training and competition to athletes with intellectual disabilities in the Capital Region. Volunteering with Special Olympics is an opportunity for you to make a direct impact on the quality of life of individuals with intellectual disabilities, and make a meaningful contribution within your community. Special Olympics coaches are far more than sports coaches, they are -teachers; -role models; -mentors, and -friends.*

*The Special Olympics website is <http://www.victoriaspecialolympics.com/> Please take a moment to read through it. Once you've completed the attached New Volunteer Registration Package, please send it to our Volunteer Registrar, Thomas.*

*We are currently recruiting volunteers for our \*Winter Sports Program which starts the first week of October: Rhythm Gymnastics; Basketball; Floor Hockey; 5 pin and 10 pin Bowling; Snowshoeing; Alpine Skiing; Swimming; Curling; Athletic Club; Speed and Figure Skating; and FUNdamentals (ages 7 – 11). If you have questions or would like more information about a specific sport, please feel free to contact me.*

*Sample of Email – when all assistant coaching positions are filled: (change the sport/season when necessary)*

*Thank you for your interest in Special Olympics Victoria.*

*Something wonderful has happened ....we've had more people express interest in volunteering than we have positions available. We have the full quota of volunteers needed for our Spring Program.*

*I appreciate your interest and ask that you consider one of our \*winter program sports which start in October. (floor hockey, basketball, bowling, basketball, swimming, curling, snowshoeing, skiing, and FUNdamentals). Please visit our website at [www.victoriaspecialolympics.com](http://www.victoriaspecialolympics.com) for complete details about us and what we offer.*

*May I contact you in September when we are getting ready for the winter program?*

*Please feel free to phone me if you have any questions 250 475-1677.*