



Volunteer Coordinator

POSITION DESCRIPTION

The Volunteer Coordinator engages in significant pre-race volunteer recruitment for all Delaware League events that take place September - November. Prior to the start of league events, the Volunteer Coordinator creates event volunteer schedules, recruits volunteers and manages an online volunteer tracking tool. On event weekends, the Volunteer Coordinator manages the volunteer sign-in and orientation process on site, and communicates with team coaches to coordinate the effort to bring each event venue to full readiness, to fill vacancies and fine tune the weekend's volunteer needs.

RESPONSIBILITIES

- Work with other league event staff (Course Manager, Infield Operations Manager, Event Director) to determine volunteer requirements for each event
- Recruit and manage 50+ volunteers per event weekend, depending on event size
- Create online sign up form to communicate volunteer needs for each event
- Manage volunteer recruitment efforts to ensure key positions are filled
- Work with Communications Director to promote and encourage volunteer sign ups for each event through league and social media platforms
- Communicate with Head Coaches and Hometown Teams throughout the season to help provide "stoke" for their upcoming event
- Run the volunteer tent, welcome volunteers, sign them in, direct them to their job lead and show them to their respective positions.
- Recruit and reorganize volunteers for specific and unforeseen or unfilled tasks on event day, as needed
- Acknowledge volunteer efforts, thank volunteers and keep positive atmosphere

DESIRED QUALITIES

- Self-starter, demonstrates independence, motivation and resourcefulness
- Proven organizational skills, ability to meet deadlines and strong attention to detail
- People-person - positive, energetic, welcoming
- Strong team player who works well with a wide variety of people
- Strong written and verbal communication skills
- Ability to complete tasks independently and effectively with minimal supervision
- Experience recruiting and managing volunteers

COMMITMENT

- In-Season (July - November): ~35-40 hours per event to recruit and manage volunteers at 3-4 weekend events.
- Off-Season (November - June): Up to 5 hours per week to participate in event planning.

COMPENSATION

- Monthly stipend is offered for full commitment as detailed above
- Food, lodging and travel are subject to reimbursement, depending on funding availability.

Send cover letter and resume to: director@delawaremtb.org. Please indicate the position you are applying for.