



Volunteer Coordinator (Part- Time, 15 hours/week)

About Great Lakes Adaptive Sports Association

Great Lakes Adaptive Sports Association (GLASA) strives to “Let No One Sit on the Sidelines” and operates with a mission to promote and support the development and well-being of physically disabled youth, adults and veterans by providing inclusive recreation, fitness and competitive sports activities. GLASA also offers opportunities for empowerment through education, leadership, and training in collaboration with community-based organizations.

To learn more about Great Lakes Adaptive Sports Association. please visit: <https://www.glasa.org/>

The Opportunity

GLASA is seeking a detail-oriented, outgoing Volunteer Coordinator to be responsible for the volunteer program that assists in supplementing quality assistance to our weekly programs and special events. This position is part-time (15 hours per week on average). Some nights and weekends are required.

Key responsibilities include:

- Recruiting, training, and supervising volunteers
- Collecting volunteer information, availabilities, and skills
- Maintaining an up-to-date database of volunteers and opportunities
- Using marketing tools such as outreach, social media, e-mails and volunteer databases to recruit volunteers
- Keeping new and existing volunteers informed about the organization and volunteer opportunities available
- Matching volunteers to opportunities that suit their skill sets, ensuring they understand their responsibilities and receive the necessary training
- Communicating with all staff members on volunteer opportunities available
- Keeping schedules and records of volunteers' work
- Ensuring the organization's purpose is conveyed to the public
- Coordinates volunteer recognition and appreciation events and activities
- Attends community events for recruitment of volunteers

Qualifications

- High school diploma or equivalent is required. A degree in business management, human resources or related field is preferred.
- Experience in volunteering and recruitment is preferred
- Proficient computer skills necessary. Working knowledge of Microsoft Office products, i.e. Outlook and Excel strongly preferred
- Excellent communication and interpersonal skills required
- Strong organization and team-building skills are key to success in this role
- Ability to work independently
- Ability to be on site coordinating volunteers at GLASA events, including Great Lakes Games, Gala, regular visits to weekly programs and other events as needed
- Strong leadership skills with the ability to motivate and encourage others

Salary commensurate with education and experience.

GLASA is an Equal Opportunity Employer. Personnel selected on the basis of ability without regard to race, color, religion, sex, national origin, disability, marital status, or sexual orientation, in accordance with federal and state law.

To apply for this position, please send resume and cover letter to info@glasa.org. No phone calls or recruiters please.