



West Seattle Reign Sports LLC
Seattle, WA
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Job Title: Volunteer Coordinator
Job Classification: Part-Time
Reports to: Club President
Work Schedule: TBD by Club President

Overview

West Seattle Reign Sports Club is seeking a part-time Volunteer Coordinator to manage and support our volunteer staff and event volunteers year-round. This critical role enhances our vibrant sports community by ensuring that volunteer efforts align seamlessly with organizational goals. The schedule offers flexibility, collaboratively developed with the team, and varies seasonally and based on event needs, ranging from 0–15 hours per week.

Key Responsibilities

- **Volunteer Recruitment and Management:** Recruit, interview, and screen volunteers for events and organizational needs.
- **Training and Supervision:** Train and supervise volunteers to ensure alignment with organizational goals and event needs.
- **Scheduling and Coordination:** Schedule and assign volunteers to appropriate departments, supervisors, or mentors.
- **Volunteer Support:** Provide support to volunteers during events to ensure smooth operations.
- **Collaboration:** Communicate with all departments to identify available opportunities and volunteer needs.
- **Volunteer Data Management:** Maintain accurate files, records, applications, and other data concerning the volunteer program.
- **Guidelines Development:** Draft, maintain, and publish guidelines, best practices, and procedures for the volunteer program.
- **Recognition and Appreciation:** Coordinate volunteer recognition and appreciation events and activities.
- **General Duties:** Perform other related tasks as required.

Ideal Qualifications and Skills

- **Experience:** Prior experience in staff management and/or project coordination highly preferred.
- **People Management:** Strong leadership skills with the ability to motivate and encourage volunteers.
- **Communication:** Excellent verbal and written communication skills, including cultural sensitivity and empathy.
- **Adaptability:** Effective problem-solving and flexibility in dynamic environments.
- **Technical Proficiency:** Proficient in Microsoft Office Suite and volunteer management tools/software.

- **Interpersonal Skills:** Friendly, approachable demeanor with the ability to connect with diverse groups and "read" people effectively.
- **Composure:** Ability to remain calm under stress and handle conflict objectively.
- **Commitment:** Alignment with the organization's mission and values and a dedication to personal and professional growth.

Physical Requirements and Working Conditions

- Prolonged periods sitting at a desk and working on a computer.
- Must be able to lift up to 15 pounds at times.

Additional Information

- **Diversity Commitment:** Model nondiscriminatory practices in all activities.
- **Other Duties:** Perform additional responsibilities as assigned by the Club President or appropriate administrator.
- **Professional Development:** Attend staff development meetings, clinics, and training to enhance performance and knowledge.

Note: West Seattle Reign Sports LLC reserves the right to revise or change this job description at any time.

Signature Acknowledgment

By signing below, I acknowledge that I have read and understand the responsibilities, qualifications, and working conditions outlined in this job description.

Approvals:

Supervisor

Date

I acknowledge that I have received and read this job description.

Employee Name (Print)

Signature

Date