

**Department: Administration****Title: Operations Coordinator, Volunteer**

Position Type: Coordinator

Location: Lower Mainland

Reports to: Director People and Operations

Be inspired and inspire others. Build opportunities that change lives, including your own. Engage with people of all backgrounds so that others may be engaged. Be an integral part of one of the largest and most respected sport organizations in the world.

In this role, you will be a key member of the administration team building organizational capacity in a variety of areas, with a focus on volunteer operations. You will work collaboratively to ensure the organization has efficient and effective processes to engage, educate, recognize and retain volunteers across all areas. This role will also work closely with local volunteer coordinators to ensure high quality experiences at the community level. As a member of the administration team, you will also evaluate business processes and make new recommendations to streamline operations.

**The successful Operations Coordinator will:**

- Believe strongly in the Special Olympics mission, vision, and values.
- Be able to execute aspects of the organization wide volunteer strategy.
- Understand the lifecycle of a volunteer and develop the tools and processes necessary to move volunteers through recruitment, onboarding, retention and offboarding phases.
- Ensure annual professional development opportunities are available for all volunteers using a mix of virtual and in person options
- Provide support for Provincial Games as it relates to accreditation, volunteer recruitment, training, recognition and overall experience
- Support general administrative and business operations and development of new processes across the organization.
- Support annual SOBC volunteer awards and recognition opportunities
- Assist with general office operations, risk management, IDEA, and finance related activities
- Undertake other and additional duties as required

**What you'll bring:**

- Relevant degree and/or 2-4 years project or volunteer management experience.
- Experience creating and executing project plans plus an understanding of general business operations
- Excellent interpersonal and communication skills and the ability to make appropriate and timely decisions within authority.
- Ability to manage priorities and balance deadline-driven workload with complete accuracy.
- Strong organizational skills and detail oriented.
- Strong computer skills and advanced user of Microsoft suite including Teams.
- Undergo a Criminal Record and Vulnerable Sectors Check.
- Valid BC driver's license.



This position will require you to work some evenings and weekends, and there will be some travel throughout B.C. At present, Special Olympics BC staff are working in a hybrid work from office/ work from home model. Special Olympics BC reserves the right to change this model in the future. Annual salary for this position is from \$50,000 - \$55,000.

### **How to apply**

If this is your dream job, please **apply with a cover letter and resume by February 4, 2026 to [jkym@specialolympics.bc.ca](mailto:jkym@specialolympics.bc.ca).**

*We sincerely thank all interested applicants. Only those selected for interviews will receive replies.*

### **About Special Olympics BC**

Special Olympics BC is dedicated to enriching the lives of individuals with intellectual disabilities through the power and joy of sport. To learn more, please visit [www.specialolympics.bc.ca](http://www.specialolympics.bc.ca).

Special Olympics BC hires on merit and is strongly committed to fostering an inclusive workplace and equality and diversity throughout our community.

The Special Olympics BC provincial office is gratefully and respectfully located on the lands of the Coast Salish, Qayqayt, səl̓ilwətaʔɬ təməxʷ (Tsleil-Waututh), Skwxwú7mesh-ulh Temíxw (Squamish), S'ólh Téméxw (Stó:lō), Stz'uminus, and xʷməθkʷəy̓əm (Musqueam) Peoples. We also recognize all traditional territories where Special Olympics BC members are working, living, and playing.