



2027 SOBC Winter Games Volunteer Operations Support (volunteer role)

Purpose

The Volunteer Operations Lead will provide administrative support using volunteer management software (VolunteerLocal) to organize and coordinate event volunteers for the 2027 SOBC Winter Games.

Project Requirements

- Provide administrative support for the VolunteerLocal volunteer management system.
- Assist with setting up volunteer roles, shifts, and schedules.
- Maintain accurate volunteer information and update records as needed.
- Help monitor volunteer registrations and identify gaps in shift coverage.
- Support the distribution of volunteer communications through VolunteerLocal, including orientations, reminders, and Games information.
- Help respond to basic volunteer questions related to registration, shifts, and scheduling, escalating issues to SOBC staff when needed.

Time Commitment (flexible, to support your capacity)

- **Pre-Games:** Suggested 10-15 hours per month during the initial planning period, starting mid-October.
- **Final 4 weeks before each Games:** Approximately 5 hours per week, depending on volunteer registration and scheduling needs.
- Participation in required training and planning meetings.

Location

Administrative work can be completed remotely during the planning period, or at the Special Olympics BC Provincial Office: 210–3701 Hastings St., Burnaby, BC, V5C 2H6.

On-site support *may be* required during the Games in:

- Kelowna – February 5–7, 2027
- Richmond – March 26–28, 2027



We're Looking for Someone Who

- Is comfortable learning and working with online software platforms.
- Has experience with spreadsheets, email, and Microsoft 365.
- Has strong attention to detail and enjoys keeping information organized.
- Communicates clearly and responds reliably to questions and requests.
- Is comfortable working independently while staying connected with the Games team.
- Can commit to providing consistent support for a period of 6 months (October – March)

Previous experience with volunteer management software is an asset but not required. Experience with VolunteerLocal is helpful but not necessary.

Training & Support

- Training on VolunteerLocal and the specific functions required for the role.
- Access to resources, templates, and established procedures.
- Ongoing support from SOBC staff and Games leadership.
- Opportunities to ask questions and troubleshoot issues as they arise.

What You'll Gain

By volunteering in this role, you'll have the opportunity to:

- Gain hands-on experience using a volunteer management software platform.
- Develop skills in volunteer scheduling, communications, and event administration.
- Build experience supporting volunteer operations for a large-scale sporting event.
- Strengthen your organizational, data management, and problem-solving skills.
- Work with an energetic and values-based team of staff and volunteers from across British Columbia.
- Contribute to a positive and well-organized Games experience for volunteers.

Deadline to Apply: October 9, 2026

Interested in finding out more?

Contact Amy Gibb at volunteers@specialolympics.bc.ca for more information or to apply with your resume and cover letter.