

Disabled Sports Eastern Sierra seeks a Volunteer Coordinator for our adaptive sports programs at Mammoth Mountain Ski Area. The Volunteer Coordinator is the point of contact for all volunteers and coordinates all areas of the DSES volunteer experience, including facilitating volunteer communications, recognition activities, and maintaining accurate volunteer records. The Volunteer Coordinator assists Program Supervisors in coordinating volunteers for camps, daily lessons, events, and training opportunities while supporting logistical needs for operations.

We are looking for someone with excellent attention to detail, strong written and verbal communication skills, effective time management, and experience organizing volunteers or events. The ideal candidate will be a focused, creative problem-solver who appreciates working with a dynamic team in a fast-paced environment and has a passion for working for our mission and supporting the volunteers who donate their time to our mission.

The Volunteer Coordinator reports to the Program Director and supports other program and administrative staff as needed. They will directly contribute to the excellence, professionalism and supportive community of Disabled Sports Eastern Sierra.

Knowledge and Skills

- A commitment to DSES's missions and values
- Excellent written and verbal communication skills
- Excellent attention to detail
- Comfortable and experienced working with Microsoft and CRM database systems
- Effective time management
- Works effectively on a team or independently
- Proficiency in graphic designs platforms appreciated

Education and Work Experience

- High school graduate, bachelor's degree preferred
- Clean driving record and valid driver's license
- Experience working with volunteers
- Experience working with people with disabilities preferred

Physical Requirements

- Able to sit at a desk for significant amount of the day
- Able to lift and move a minimum of 40 pounds
- Able to work outside in both summer and winter conditions

Responsibilities

- Be the primary point of contact for all of the volunteers at DSES
- Provide exceptional customer service for volunteers, visitors, athletes and their families, donors and guests
- Assist with the coordination and execution of adaptive programs including daily lessons, camps, special events, and fundraising events
- Facilitate accurate volunteer shift sign-ups, voucher tracking, hours tracking and assignments by working with program staff and volunteers
- Facilitate volunteer recruitment, recognition, and volunteer events

- Assist with volunteer training, scheduling, and work with program supervisors to support lessons and program events
- During the summer season, other duties include:
 - Assisting with equipment transport and general transportation between various activity sites, the Copeland Center and events
 - Assist with set-up and break-down of various summer camps and events, including transporting supplies

Position Title: Volunteer Coordinator

Program: Disabled Sports Eastern Sierra

Reports to: Program Director

Compensation: \$20-26/hour starting, depending on experience

Status: Seasonal or Year-Round

Start Date: When Filled