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# Volunteer Coordinator

## Position Description

The volunteer coordinator welcomes and shows appreciation of the volunteers that help make NICA events possible. They collaborate with the league event staff to determine the necessary positions, schedule, and number of volunteers for each event. The volunteer coordinators engage in significant pre-event volunteer organization using an online volunteer organization tool and email communications. They manage the volunteer sign-in and orientation process on site. In addition, they work with league head coaches to recruit unfilled volunteer positions

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## Key Responsibilities

- Coordinate with event staff to determine volunteer requirements for each event
- Welcome and thank volunteers
- Recruit and manage 100-300 volunteers per event, depending on size
- Manage a SignUp.com job board
- Work with league staff to promote and encourage volunteer sign ups for each event through league emails and social media platforms
- Organize volunteer coordinator materials in the volunteer tent
- Show volunteers their post and/or train volunteers for certain positions
- Ensure enough volunteers are signed-in and in position

## Key Qualities

- Committed to the mission, vision, and core values of NICA
- Organized
- Good verbal communicator
- Personable
- Outgoing
- Adaptable/Flexible
- Creative
- Versed in SignUp.com
- Energetic

## Commitment

- Attend every event weekend
- Available for planning meetings during the weeks preceding the season and individual events
- Ideal commitment is 2+ seasons

## Compensation

- Any required travel by NICA National will be reimbursed.