



## **- Make a Difference - Administrative Support Volunteer!**

Special Olympics Oregon thrives because of our volunteers who are passionate about our athletes unleashing their potential through the power of sport! It takes a lot of people in a variety of volunteer roles to make this happen! You can be part of our team!

Come volunteer in our office and work with program staff and other volunteers to assure that volunteers and athletes are eligible to participate. We are looking for volunteers who are professional, well-organized, team players who are looking to help a wonderful cause.

### **Qualifications**

- The desire and ability to work alongside & communicate effectively with SOOR staff and volunteers
- Good time management skills
- Great attention to detail
- Strong typing skills recommended

### **Primary Responsibilities**

- Entering information from volunteer and athlete applications into database
- Scanning documents and attaching to web-based platform
- Filing documents
- Assisting with general office support

### **Time Commitment**

- On-going position
- Day(s) and hours flexible but planning a consistent day/time schedule is ideal

If you want to join our team or find out more about volunteering in the SOOR office, contact Caitlin Martin via email: [cmartin@soor.org](mailto:cmartin@soor.org)