

Succession Plan

Special Olympics



Why a Succession Plan – the current problem



- Special Olympics is a volunteer driven organization and relies on the volunteers for a variety of roles and responsibilities such as Agency Manager, coaches, and Games Management Team (GMT) for competition at regional, district and state level competition. Without volunteers Special Olympics Wisconsin (SOWI) would not be able to provide the services needed to be as successful.
- The issue at hand is finding a way to grow local programs and GMT's to prevent any agency closure or scramble to find replacements. We need to grow the pool of volunteers for coaches, GMT, general volunteers, etc. at all levels.
- We recognize the learning curve to be successful is critical that there is a need for a meaningful mentoring and training that will provide them with all of the opportunities to learn the role. A key component to this success is working with the current individual in the role and be given the opportunity to watch and learn.
- Change can come according to schedule or unexpectedly and as such, we want to be prepared. Through a Team discussion with 10 others S.O. programs, AMC members, and SOWI Staff it was determined that a "Succession Program" was the appropriate direction needed and a plan was to be created and put into place. This "Succession Program" was a result of input and research by many S.O. programs and a dedicated group of SOWI staff and Agency Managers.

Goals & Objectives



- Grow the pipeline of volunteers for AMs, GMT, and volunteers for both agency and general. List needs on various sites to allow maximum visibility. Need to create local, regional and statewide job descriptions and needs. The current descriptions are too detailed. They need to be more realistic, updated in the Agency Manager Handbook and SOWI website, and shared with all SOWI regional staff.
- Review volunteer websites for the following:
- Target audience needs:
 - Agency Managers
 - Games Management Team (Regional)
 - Day of Volunteers
 - Long-term volunteers
- When utilizing the website, the goal is no cost to load and share.

Visability

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SOWI website location



Visibility

- ▶ SOWI Career Page
- ▶ SOWI Agency Management Page
- ▶ SOWI Volunteer Page
- ▶ Career pages/Volunteer Pages (global)

Contact Us

Special Olympics Wisconsin
2310 Crossroads Drive, Suite 1000
Madison, WI 53718
(608) 222-1324
Send Us An Email

Resources

Regions
Careers & Internships
News
Privacy Policy

WHO WE ARE | SPORTS | HEALTH | COMMUNITY | GET INVOLVED

Careers & Internships

[Home](#) > [Careers & Internships](#)

Careers



WHO WE ARE

SPORTS

HEALTH

COMMUNITY

GET INVOLVED

Agency Management

[Home](#) > [Get Involved](#) > Agency Management

Who are Agency Managers?

Agency managers are a prime piece of how Special Olympics Wisconsin functions. Agency managers head up the more than 160 Agencies of athletes around the state of Wisconsin. Each Agency manager has several responsibilities which include planning, organizing, directing and coordinating programs and services for the athletes, families or volunteers within their respective Agency.

Additional websites
where job descriptions
can be posted:

Special Olympics



VolunteerMatch.org



VOLUNTEERS ▾ NONPROFITS ▾ SIGN IN - REGISTER - Log In - Log In - SUPPORT

We bring good people
& good causes together

Find a cause that lights you up. Get in touch
with a nonprofit that needs you.

[Join Us](#) [LEARN MORE](#)



What do you care about in **Edgerton, WI** ▾ ?

SEARCH

I care about...

Advanced (Search by Country, Skills and More!)

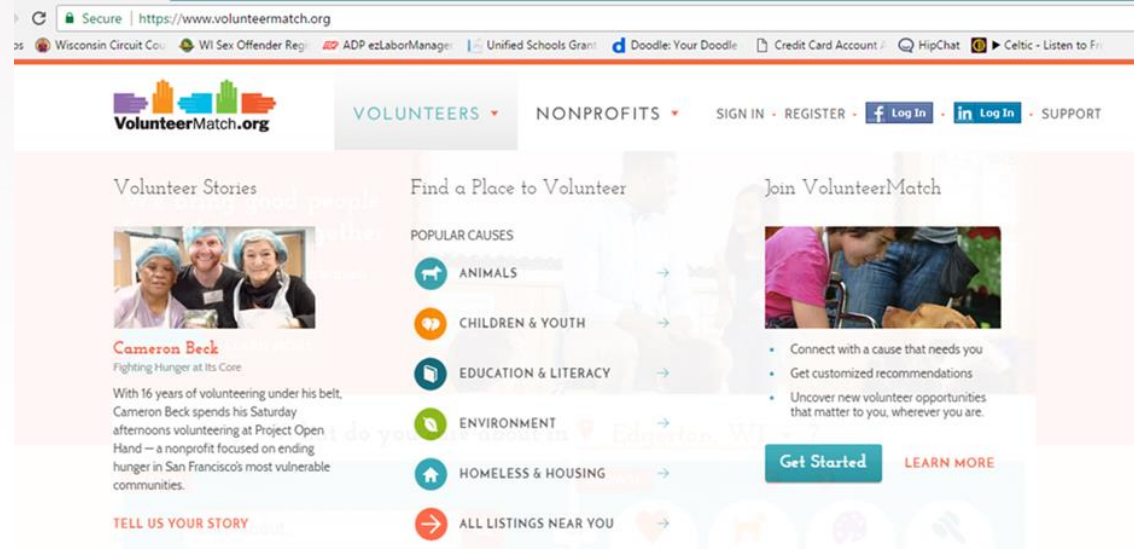
BROWSE



VolunteerMatch By The Numbers

- 103,211 Active Opportunities
- 114,688 Participating Organizations
- 12,410,072 Referrals Since 1998

See our [Live Map](#) for recent activity.



How to Join:



VOLUNTEERS ▾

NONPROFITS ▾

SIGN IN · REGISTER ·

f Log In

in Log In

Join · Learning Center · Nonprofit Stories

Create Account > Add Organization > Organization Profile > Post Opportunity

Please provide the following information:

First Name:*

Last Name:*

Email Address:*

Phone:*

Country:*

Zip Code:*

Password:*

Confirm Password:

* Indicates required field

Receive VolunteerMatch news and updates for nonprofits

By creating an account I agree to VolunteerMatch's [Terms & Conditions](#), and will receive periodic emails about local volunteer opportunities.

NARROW YOUR SEARCH

special olympics



Advanced Search
(Search by Country, Skills and more!)

LOCAL or VIRTUAL

Local (you'll go to a physical location)

Virtual (you can do it from a computer, your home or anywhere!)

CAUSE AREAS

We've found 0 special olympics volunteer opportunities

near Edgerton, WI ▾

Sorry, we couldn't find any Volunteer Opportunities matching your search. Consider expanding your search or using fewer keywords.

MY YAHOO! + Google™ RSS



Premium Tools & Services

Reach more volunteers across the web.

Running a great volunteer program means more than getting volunteers in the door. What additional recruiting tools are you looking for?

<p>FIND VOLUNTEER OPPORTUNITIES</p> <p>City, State and/or Zip Code:</p> <input type="text"/> within Any ▾ <p>SEARCH</p>	<p>Showcase Volunteer Projects on Your Website</p> <p>Use our free widget, custom widget, or an API to bring All for Good to YOU.</p>
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Pledge and Story Campaigns

Highly customizable forms for collecting pledges, stories and other data for special events and causes.



America's Sunday Supper Pledge

Host your own Sunday Supper with your family, friends, or neighbors - we have lots of resources and tools to help you, including special Sunday Supper *invite* found in our Marketing Toolkit, ready for you to personalize and invite your guests. Once you complete the pledge form below, you can access our 5 Easy Steps to hosting a successful Sunday Supper. It has everything you need to know all in one place. We also

Points of Light



FIND VOLUNTEER OPPORTUNITIES

Choose your issue

Postal code



DONATE

CONFERENCE 2017



what we do

for volunteers

for nonprofits

for companies

latest news



Search Site



HandsOn Network - United States

Making a Difference In Communities

Through our network of 250 volunteer action centers, we inspire, equip and mobilize people to take action that changes the world. We put people at the center of change and connect them to their power to make a difference.

The screenshot shows a web browser window displaying a page from grantspace.org. The page is titled "Knowledge Base" and contains an article with a question and answer format. The question is "Where can I find or post volunteer opportunities?" and the answer discusses various resources and organizations. The page also features a navigation menu, social media icons, and a search bar.

grantspace.org/tools/knowledge-base/Nonprofit-Management/Employment-Volunteering/finding-and-posting-volunteer-opportunities

Apps Wisconsin Circuit Court WI Sex Offender Registry ADP ezLaborManager Unified Schools Grant Doodle: Your Doodle Credit Card Account HipChat Celtic - Listen to F

a service of Foundation Center

TRAINING TOOLS COLLABORATION SUBJECTS SKILLS BLOG Search GO

GRANTSPACE TOOLS KNOWLEDGE BASE NONPROFIT MANAGEMENT EMPLOYMENT/VOLUNTEERING FINDING AND POSTING VOLUNTE...

Knowledge Base

Facebook Twitter LinkedIn Google+ Email Plus Print

Q: Where can I find or post volunteer opportunities?

A: Selecting an organization to volunteer for is becoming easier, thanks to a number of Web sites that have searchable databases of volunteer opportunities. Nonprofit organizations can also use these Web sites to post volunteer opportunities of their own.

Below are selected Web sites that will assist you or your organization in making a difference in your community. You might also contact local organizations that train and match volunteers with nonprofits, such as:

- Some United Way chapters
- Points of Light/Hands On networks
- Schools, colleges, universities, and organizations that require students to perform community service
- Colleges and universities that have nonprofit management programs or classes in the specialty you need, e.g., grant writing courses – professors may match students with local nonprofits to provide practical experience

See also our related Knowledge Base articles:

- Where can I learn more about recruiting and managing volunteers for my nonprofit?
- How can I learn about involving youth in volunteering and philanthropy?
- What is the monetary value of volunteer time?

[More articles about nonprofit employment and volunteering»](#)

To learn more about this topic, selected resources below may also be helpful.

Web Sites

* indicates staff pick

Peace Corps

The Peace Corps is a service opportunity for motivated changemakers to immerse themselves in a community abroad, working side by side with local leaders to tackle the most pressing challenges of our generation.

Volunteer and Service Opportunities - Australian Help

FIND US
Over 450 locations provide our resources for free. Find one near you.
ZIP, city, state, or country GO

YOU MIGHT ALSO LIKE

From Passion to Purpose: Starting a Nonprofit Career

Where can I learn more about recruiting and managing volunteers for my nonprofit?

Get Grants for Using Corporate Volunteers [2014-03-27]

The Volunteer Leadership Ladder

Turning Your Volunteers Into Fundraisers [2011-03-30]

SEARCH THE KNOWLEDGE BASE

Expectations



SOWI wants you to know that we will be here to help you with your succession planning in any way we can. We need your help because you know your agency and possibly candidates better than anyone, but we will not leave you stranded with no help or guidance when you need it!

- **Agency Managers**

- Advise via email to SOWI Dir of Field Services and Regional Athletic Director a minimum of 6 months prior to retirement.
- Agency Managers work with current parents and agency volunteers for interest or notified school program.

- **Agency and Regional Games Management Team**

- Utilize the websites to help fill and expand the current team. Specifics of your needs can be listed and detailed within the website.

Timeline



Working backwards from the last expected date, establish a timeline of succession. The exiting person if at all possible is to (work to) find their own replacement, even if it is just giving potential names to SOWI Regional Staff and SOWI follows up with the leads. The goal is to have the new volunteer(s) in place at least 1 month prior to exiting your role.

One suggestion is to look to break up the responsibilities so one person is not doing all the work. Develop a co-manager model. One is focused on paperwork and registration and one does logistics and competitions.

Enclosed is a checklist of items and information that needs to be passed on to the incoming Agency Manager(s):

- Contact information for any follow-up questions
- Names and contact information for coaches and key volunteers
- List of active Athletes and their family contact information
- Any passwords and phone numbers associated to the Special Olympics Agency
- SOWI staff that have current interaction with
- List of sports that athletes participate in during the year
- List of community that support your agency, either financially or in-kind
- List of facilities and contact people that you utilize

Thank you.

Special Olympics

