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| Volunteer Position Title: | Club Leadership Team – Sport Coordinator |
| Team / Program: | Club Leadership Team |
| Time Commitment: | Minimum 2 years Approximately 3 hours per week and attendance at Club LT meetings. Must be available evenings and weekends. |
| Reporting To: | Chair - Club LT |
| Screening / Training / Accreditation Requirements: | <ul style="list-style-type: none"> • Police Check • Reference Checks • Working with Children check or equivalent in State/Territory • Hold a Level 1 (or equivalent) Coaching Certificate in at least one sport in which SOA participates |

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| Description of the volunteer role: |
| <p>The Club Sports Coordinator is responsible for planning, promoting, implementing, supervising and coordinating the Club Sports Calendar.</p> <p>The role ensures that club training and competitions are organized according to the schedule, at a high standard and adhere to the SOI sports rules. The role will also provide required support and advice to sports specific coordinators within the club.</p> <p>The ideal candidate will have sports management / development experience along with strong relationship building skills.</p> |

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| Key Responsibilities: |
| <ul style="list-style-type: none"> • Plan, promote and implement Club Sports Calendar • Assist in coordinating inter-club competitions with the Zone Sports Coordinators • Oversee compliance with the SOA code of conduct by all members of the Club • Compliance with all WH&S legislation and SOA WH&S Policy |

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| Competencies, Skills, Experience, and Education: | | |
| Competencies / Skills | Essential | Desirable |
| | <ul style="list-style-type: none"> • Excellent organisational and communication skills • Well-developed interpersonal skills • Excellent time management ability • Strong computer literacy and capability to maintain accurate records | <ul style="list-style-type: none"> • Understanding of relevant WH&S requirements • Current First Aid Certificate or willingness to obtain one |
| Experience / | Essential | Desirable |



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| Education | <ul style="list-style-type: none"> • Minimum of 2 years relevant experience in sports coaching and/or management • Current Level 1 (or equivalent) Coaching Certificate in an SOA recognised sport • Proven experience in effectively managing multiple stakeholders • Current Class C driver's license | <ul style="list-style-type: none"> • Experience in Club level sports program |
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| Performance Area | Key Tasks | Performance Indicators |
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| Sports Development | <ol style="list-style-type: none"> 1. Plan, promote and implement Club Sports Calendar 2. Assist in coordinating inter-club competitions with the Zone Sports Coordinators 3. Provide support to sport specific coordinators in the club 4. Ensure compliance to WH&S policy in all sport activities conducted by club | <ol style="list-style-type: none"> 1. Work with relevant stakeholders to deliver effectively on the Club Sports Calendar 2. Competitions delivered and recorded high athlete satisfaction as per agreed KPI's set by SOA 3. High engagement and low turnover of sport specific coordinators. KPI's set by SOA. 4. Sport specific coordinators adequately trained to ensure WH&S policy compliance |

| Key Relationships And Interactions: | |
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| Internal | SOA staff, Zone LT and members, Club LT and members, Sport Specific Coordinators, Athletes |
| External | Families and Carers, Sport Facilities and Management |

| Special Olympics Vision, Mission, About Us, and Athletes Oath | |
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| SOA Vision | Everyone with an intellectual disability has the opportunity to participate in sport |
| SO Mission | We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life. |
| About Us | Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia. |
| Athletes Oath | "LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT." |