

Position Description



Special Olympics
Australia Junior
National Games
Launceston 2020



Volunteer Position Title:	Junior National Games 2020 – Accommodation Manager
Team / Program:	Games Organising Committee (GOC) Applicant must be Launceston based
Time Commitment:	February 2020 to 17 October 2020 – Approx 4 hours per week 18 – 22 October – Approx 6 hours per day
Reporting To:	Games Director
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none">• Working with Children Check and/or Criminal Check• National Criminal Reference Check

Description of the volunteer role:

The Accommodation Manager is responsible for the overall planning and management of the accommodation requirements for the Games. To include allocation of accommodation requirements for official delegations (Athletes, Coaches, Carers) in comfortable, safe, athlete-friendly accommodation, and ensure a consistent level of service at all venues.

Key Responsibilities:

- To assist the Games Director with the establishment and implementation of the overall accommodation plan for the Games and the management of that plan at Games time.
- Liaise with Volunteer Manager to ensure adequate volunteers are available for accommodation services.
- To Provide Volunteer Manager with clear responsibilities and rosters for accommodation volunteers.
- In collaboration with the Volunteer Manager, deliver job-specific training to all accommodation services volunteers.
- To ensure basic volunteer training for working with people with disabilities has been conducted
- To be supplied with and have knowledge of policies, procedures and standards for accommodation for the Games, ensuring safety, standards and quality of services are always met.
- In consultation with Head of Delegations (HoD's) manage the assignment of bed spaces for all delegations to maximise available space. Provide HoD's with floor plans of each accommodation venue to enable safe suitable allocation of beds.
- To ensure adequate provision and effective deployment of equipment/supplies to support all accommodation services for all Games venues.
- To establish and manage accommodation related contracts, in conjunction with the Games Director. Ensuring all areas are covered. E.g. Wi-Fi, parking special diets.
- To ensure cost and quality of meals etc be of similar standard across all venues.
- To establish a recreation area for athletes/officials during non-competition times.
- Adhere to all Special Olympics Australia and National Games policies and procedures and communicate these to all accommodation services volunteers.
- Attend all meetings and report as required.

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- Maintain regular communication with other event staff to ensure a consistent approach.
- Submit a Post-Games Report by **20 November 2020**.

Competencies, Skills, Experience, and Education:

Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none">• Excellent organisational and communication skills• Ability to be flexible and to improvise when needed• Ability to work within set boundaries• Well-developed interpersonal skills• Understanding of relevant WH&S requirements• Good time management skills	<ul style="list-style-type: none">• Has awareness of the common and different needs of athletes with an intellectual disability•

Key Relationships And Interactions:

Internal	GOC, Committee Members, Heads of Delegation
External	Coaches, volunteers and relevant stakeholders as required

Special Olympics Vision, Mission, About Us, and Athletes Oath

SO Vision	The vision of Special Olympics is to transform communities by inspiring people throughout the world to open their minds, accept and include people with intellectual disabilities and thereby anyone who is perceived as different.
SO Mission	The mission of Special Olympics is to provide year-round sports training and athletic competition in a variety of Olympic-type sports for children and adults with intellectual disabilities, giving them continuing opportunities to develop physical fitness, demonstrate courage, experience joy and participate in a sharing of gifts, skills and friendship with their families, other Special Olympics athletes and the community.
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. Special Olympics Australia is committed to protecting children, young and vulnerable people from harm. We ask that all our volunteers undergo a thorough screening process prior to appointment.
Athletes Oath	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."