

Position Description



Special Olympics
**Australia Junior
National Games**
Launceston 2020



Volunteer Position Title:	Junior National Games 2020 – Accreditation Manager
Team / Program:	Games Organizing Committee (GOC) Applicant must be Launceston based
Time Commitment:	July to October 2020 Approx. 6 hours per week
Reporting To:	Games Director
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none">• Police Check• Working With Children Check

Description of the volunteer role:

The Accreditation Manager is responsible for ensuring that all agreed constituents receive the appropriate accreditation for the 2020 Special Olympics Junior National Games.

Key Responsibilities:

- Assist in the development of Accreditation plan and distribution of the accreditation devices and charts in conjunction with venue managers.
- Act as a key contact when dealing with matters that pertain to Accreditation.
- Assist with recruitment and training of volunteers to manage the production of accreditation including development of training material.
- Adhere to all Special Olympics Australia and National Games policies and procedures and communicate these to all volunteers.
- Attend all meetings and report as required.
- Assist in the recruitment of a team of Games Planners to assist with the development and implementation of the Accreditation plan.
- Submit a Post-Games Report by 31 October 2020.

The 2020 Special Olympics Junior National Games is proudly supported by





Competencies, Skills, Experience, and Education:		
	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none">Well-developed interpersonal skillsExcellent attention to detailAbility to work independently, self-starter with good time management skills and team-work orientation as wellMust have excellent verbal and written communications skillsComputer experience essential.	<ul style="list-style-type: none">Understanding of relevant WH&S requirements

Key Relationships And Interactions:	
Internal	Games Director, Games Organising Committee, SOA staff, Heads of Delegation, Database Manager
External	Suppliers, Corporate Partners, other relevant stakeholders

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