

Position Description



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



Volunteer Position Title:	Junior National Games 2020 – Transport Manager
Team / Program:	Games Organising Committee (GOC) Applicants must be Launceston based
Time Commitment:	April 2020 to November 2020 April to October – approx. 4 hours per week 18 to 22 October – approx. 8 hours per day
Reporting To:	Games Director
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none">• Working with Children Check• National Criminal Reference Check

Description of the volunteer role:

The Transport Manager will be responsible for developing and managing a transportation plan that will provide a safe and efficient transportation service for all Junior National Games constituents

Key Responsibilities:

- Develop the overall transportation plan that will meet the needs of the Games.
- Liaise with other organising committee members and State Heads of Delegation to document the transport requirements to/from venues, associated arrival and departure times and numbers of participants, taking into consideration all unique mobility requirements of athletes.
- Establish a daily transportation schedule that implements the transportation plan.
- Review and gain approval of daily transportation schedule with other organising committee members (Accommodation Mgr, Volunteer Mgr, Event Mgr, Safety Manager etc.) to ensure all transport requirements are known and documented.
- Assist in the recruitment of a team to assist with the implementation of the daily transportation schedule.
- Identify transportation vehicle needs; source and secure all vehicles required to implement the daily transportation schedule.
- Implement policies and procedures for transportation operations for the Games, with an emphasis on safety, standards and quality of service.
- Establish, implement and manage a transportation services plan including a comprehensive communication and tracking system to meet the needs of the Games.
- Supervise daily transportation operations at the Games.
- In collaboration with the Event Manager, identify and manage risks in relation to transportation services to ensure a safe working environment at all venues.
- Work with other relevant event staff to finalise the timelines for arrivals and departures of the Games constituent groups.
- Maintain regular communication with other event staff to ensure a consistent approach.
- Preparation and supply of all necessary written materials for transportation operations.
- In collaboration with the Volunteer Manager, use the transportation schedule to detail requirements to all transport services volunteers at appropriate accommodations and venues.

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- In collaboration with the Accommodation Manager, use the transportation schedule to detail requirements to all accommodations re arrival and departure times, number of buses and number of participants etc. to assist with booking participants in / out plus allow for scheduling of meal times.
- In collaboration with the Venue Manager,(s) use the transportation schedule to detail requirements to all venues re arrival and departure times, number of buses and number of participants.
- Ensure personnel and vehicles are assigned appropriately and scheduled according to the needs of the Games.
- Work closely with public agencies to ensure compliance with all transportation and traffic regulations.
- Adhere to all Special Olympics Australia and National Games policies and procedures and communicate these to all transport services volunteers.
- Attend all meetings and report as required.
- Monitor the Transport budget, ensuring adherence to the overall Games budget.
- Liaise with the airport, accommodation and sport venues to identify suitable and safe drop-off and collection points for team coaches.
- Identify requirements and enrol traffic management services at required drop-off and collection points of team coaches.
- Submit a Post-Games Report by **20 November 2020**.

Competencies, Skills, Experience, and Education:		
	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Excellent organisational and communication skills • Excellent attention to detail • 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, Safety Consultant
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."



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