

# Position Description



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



<b>Volunteer Position Title:</b>	<b>Junior National Games 2020 – Venue Manager</b>
<b>Team / Program:</b>	Games Organising Committee (GOC) Applicants must be Launceston based
<b>Time Commitment:</b>	July to October 2020 – approx. 2 hours per week 16 October to 22 October – approx. 8 hours per day
<b>Reporting To:</b>	Games Director
<b>Screening / Training / Accreditation Requirements:</b>	<ul style="list-style-type: none"><li>• Working with Children Check</li><li>• National Criminal Reference Check</li></ul>

## Description of the volunteer role:

The Venue Manager will be responsible for coordinating all activities at their allotted venue during the games. This person will work alongside volunteer Managers and existing venue management to ensure the smooth running of games operations at that venue and efficient handover after the event.

## Key Responsibilities:

- Be fully familiar with their allotted venue layout, facilities and emergency procedures.
- Ensure all facilities (signage, storage, parking, sports equipment etc.) are in place before the arrival of competitors or spectators.
- Monitor event operations and ensure all activities adhere to event run sheet.
- Communicate regularly with Games Operation Centre for updated information and support.
- Establish the procedures for the assignment of all sports requirements, sports equipment, event signage, presentation requirements, audio visual and public catering.
- Determine with the Operations Manager the appropriate set-up and pack down schedule of sports equipment and medal presentations where necessary.
- Attend all meetings and report as required.
- Adhere to all Special Olympics Australia and National Games policies and procedures and communicate these to all equipment volunteers.
- In collaboration with the Volunteer Manager, deliver job-specific training to all equipment volunteers.
- Maintain regular communication with other event staff to ensure a consistent approach

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

<b>Key Relationships And Interactions:</b>	
<b>Internal</b>	GOC, Committee Members, Heads of Delegation
<b>External</b>	Coaches, volunteers and relevant stakeholders as required

<b>Special Olympics Vision, Mission, About Us, and Athletes Oath</b>	
<b>SO Vision</b>	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.
<b>SO Mission</b>	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.
<b>About Us</b>	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.
<b>Athletes Oath</b>	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."