

# Position Description



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



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

## Description of the volunteer role:

As the Volunteer Manager you will be responsible for ensuring adequate volunteers are available to meet the needs of the Games including recruitment, screening, induction and training. The role will have overall responsibility for ensuring volunteers supporting the games have a positive experience, are effective in their roles and athletes have an amazing games.

## Key Responsibilities:

- In conjunction with relevant stakeholders, determine the volunteer needs to adequately resource each area of the Games.
- Develop and promote the volunteer opportunities and recruit volunteers with the right combination of experience and qualifications.
- Match volunteer expression of interests to the most appropriate opportunity.
- Ensure volunteers are appropriately screened and recorded in SOMS.
- Source and distribute uniforms to all volunteers.
- Coordinate and deliver induction, information, uniforms and training for all volunteers.
- Provide continued liaison and communication with volunteers ensuring they have an interesting and rewarding experience.
- Work with volunteers to resolve grievances and promote cooperation and interest.
- Maintain accurate records and provide timely activity reports on volunteer participation to support the overall games implementation and evaluation plan.
- Maintain regular communication with other event staff.
- Attend all Games Organising Committee meetings planning sessions and report as required.

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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>Well-developed interpersonal skills</li> <li>Ability to work independently, self-starter with good time management skills and team-work orientation as well</li> <li>Must have excellent verbal and written communications skills</li> <li>Understanding of volunteer management principles</li> <li>Attention to detail</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of relevant WH&amp;S requirements</li> </ul>
<b>Experience/ Education</b>	<ul style="list-style-type: none"> <li>1-2 years' experience in a volunteer or event management role</li> <li>Diploma or equivalent degrees in relevant area</li> </ul>	<ul style="list-style-type: none"> <li>Has similar work experience in non-for-profit organisations</li> </ul>

<b>Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Operational	<ol style="list-style-type: none"> <li>Determine resource requirements and source volunteers to meet the operational needs of the games</li> <li>Oversee the Volunteers Centre during the Games</li> <li>Source and distribute uniforms to all volunteers.</li> </ol>	<ol style="list-style-type: none"> <li>Ensure a best practice approach to effectively resourcing the games</li> <li>Ensure a high attention to customer service and attention to the needs of volunteers reporting to the volunteer centre.</li> <li>Uniforms are distributed to volunteers for the games</li> </ol>
Reporting	<ol style="list-style-type: none"> <li>Submit a Post-Games Report by 20 November 2020.</li> </ol>	<ol style="list-style-type: none"> <li>Comprehensive report submitted by deadline.</li> </ol>

<b>Key Relationships And Interactions:</b>	
<b>Internal</b>	Games Director, Games Organising Committee, SOA staff
<b>External</b>	Volunteers, Corporate Partners, External organisations

<b>Special Olympics Vision, Mission, About Us, and Athletes Oath</b>	
<b>SOA Vision</b>	Everyone with an intellectual disability has the opportunity to participate in sport
<b>SO Mission</b>	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.
<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.
<b>Athletes Oath</b>	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."