

# Volunteer Recruitment

## Position Description



<b>Volunteer Position Title:</b>	<b>National Selection Committee Member</b>
<b>Committee:</b>	Special Olympics Australia National Selection Committee
<b>Time Commitment:</b>	Approximately 3-5 hours per week with fortnightly teleconferences and regular email correspondence during selection periods
<b>Location(s):</b>	Australia
<b>Reporting To:</b>	Chair - National Selection Committee
<b>Committee Composition:</b>	The NSC will comprise a maximum of 7 members representing a range of skills and experience with sound knowledge of the Special Olympics philosophy, structure and rules.

### Description of the Volunteer Role:

Special Olympics Australia (SOA) is seeking National Selection Committee Members to be part of the National Selection Committee (NSC) which ensures all selection and appointment requirements are conducted professionally and transparently, with policies upheld and procedures adhered to.

### Key Responsibilities:

The National Selection Committee Member will work with other committee members to provide objective opinions and recommendations for athlete and official selections and appointments for national travelling teams.

### Competencies, Skills, Experience, and Education:

	Essential	Desirable
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>• Excellent administrative and communication skills</li> <li>• High computer literacy and regular access to email</li> <li>• Ability to work in tight timelines and meet project objectives</li> <li>• Ability to act objectively and demonstrate impartiality in finding and recommendations</li> <li>• Must have, or be prepared to develop, a thorough understanding and adherence to the Special Olympics Official Sport Rules, including divisioning, advancement to higher level of competition and competition requirements</li> <li>• Must have, or be prepared to develop, a thorough knowledge of Special Olympics, its mission and philosophy</li> </ul>	

	<ul style="list-style-type: none"> <li>Ability to maintain confidentiality and privacy requirements in all selection processes</li> </ul>	
<b>Experience / Education</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>Understanding/experience of working in sport</li> </ul>	<ul style="list-style-type: none"> <li>Special Olympics experience</li> <li>Understanding of disability sport</li> </ul>

<b>Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Selections	<ul style="list-style-type: none"> <li>Complete athlete selections for national teams which includes: <ul style="list-style-type: none"> <li>Collating results</li> <li>Conducting selections in accordance with Special Olympics policies and procedures</li> </ul> </li> <li>Complete team official selection process for national teams which includes: <ul style="list-style-type: none"> <li>Reviewing applications</li> <li>Interviewing candidates</li> <li>Make final recommendations</li> </ul> </li> <li>Liaise with NSC Chair and SOA facilitator and attend all scheduled teleconference and meetings</li> </ul>	<ul style="list-style-type: none"> <li>Athlete selection process completed in accordance with policies and procedures</li> <li>Officials' selections completed objectively and in a timely manner</li> <li>Responded to communications from NSC Chair, SOA facilitator and attended scheduled teleconferences</li> </ul>
Policies and Procedures	<ul style="list-style-type: none"> <li>Support State Selection Committees / State Sport Working Groups to implement SOA selections policies and procedures consistently and effectively</li> <li>Advise on any policy and procedures updates and changes</li> </ul>	<ul style="list-style-type: none"> <li>Successfully provided support to State Selection Committees / State Sport Working Groups</li> <li>Provided advice for policy updates and changes</li> </ul>

**Key Relationships and Interactions:**

<b>Internal</b>	National Selection Committee members, SOA Sports team, Volunteers
<b>External</b>	SOA States and Clubs

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

<b>SOA Vision</b>	Everyone with an intellectual disability has the opportunity to participate in sport.
<b>SOA 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."