

Volunteer Position Title:	Assistant Head of Delegation (AHoD)
Team / Program:	2020 Junior National Games
Time Commitment:	Approximately 4-6 hours a week from August 2019 to October 2020 Attend Team Training Camp (2 days - date TBC) Travel to Launceston from 18-23 October 2020 (approx.)
Reporting To:	Head of Delegation (HoD)
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> - Working with Children's Check - Police Check - Current First Aid/CPR Certificate

Description of the role:
<p>The AHoD will provide direct management and administrative support to the HoD for the preparation of the State Team to travel to and compete at the Games. The Junior National Games provides athletes aged 8-15 with the opportunity to compete against other states</p>

Competencies, Skills, Experience, and Education:		
Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none"> - Proven high quality administration, communication and organisational skills - Excellent team work skills - Demonstrated people management, interpersonal and conflict resolution skills - Has awareness of the needs of athletes with an intellectual disability - Candidate must be physically fit and healthy and have the ability to work consecutive long hours for the duration of the Games and team training camps. 	
Experience / Education	Essential	Desirable
	<ul style="list-style-type: none"> - Experience in the organisation of travelling teams 	<ul style="list-style-type: none"> - Experience working with Special Olympics

Key Performance Area	Key Tasks	Performance Indicators
Pre Games	<ul style="list-style-type: none"> – Provide support to the HoD on all aspects of the Games – Support HoD to Manage team officials to enable them to carry out their roles, ensuring all athletes are prepared & families are confident of their athlete's involvement – In conjunction with the HoD & HCs, confirm all athlete event requirements for completion of athlete registrations – Assist with the coordination of team training camp, uniform, travel and accommodation arrangements, and communications – Liaise with HCs to ensure they are implementing their training programs and have consistent and effective communication with their athletes, parents/carers and Clubs – If you are not currently a registered volunteer with SOA complete a minimum of 20 hours within a local region or state prior to travelling to the Games 	<ul style="list-style-type: none"> – Consistently supported HoD – Effectively worked with all team management – Effectively completed delegation registrations – Coordinated camp, functions, uniforms, accommodation and communications – Oversaw coaches and monitored athlete training programs – Volunteered with SOA prior to travel
During Games	<ul style="list-style-type: none"> – Regular liaison with HCs to deliver a positive experience for all athletes and recognise any officials needing additional support throughout the Games. – Work closely with HCs and the Medical Personnel (MP) to observe athlete physical and mental well-being – Report any incidents to the HoD and provide support to address the matter – Assist with coordination of travel arrangements – Ensure the 1:3 ratio is adhered to at all times and the care of all athletes is paramount – Attend any meetings as required 	<ul style="list-style-type: none"> – Efficiently oversaw all officials and athletes and provided support where necessary – Assisted with travel arrangements – All incidents reported and recorded – Attended meetings as required – 1:4 ratio for athlete care needs were fully met
Post Games	<ul style="list-style-type: none"> – Attend a de-brief session with the HoD – With HoD organise a debriefing session (in person or by teleconference) with and HCs – Resolve any outstanding matters, closing off all responsibilities before exiting the role 	<ul style="list-style-type: none"> – Participated in de-brief session with HoD, MPs and HCs and resolve any outstanding matters

Key Relationships And Interactions:	
Internal	SOA, Head of Delegation, Assistant Head of Delegation, Head Coaches, Coaches, Team Support, Medical Personnel, Athletes
External	Parents/Carer(s), Clubs