

Volunteer Position Title:	Head of Delegation (HOD)
Team / Program:	2020 Junior National Games
Time Commitment:	Approximately 6-8 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:	State Committee
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> - Working with Children's Check - Police Check - Current First Aid/CPR Certificate

Key Responsibilities:

The HOD will manage the team and provide administrative support to Head Coaches (HC), Medical Personnel (MP) and SOA for the preparation of your selected teams to travel and compete at the Games. The Junior National Games provides athletes aged 8-15 with the opportunity to compete against other states.

Competencies, Skills, Experience, and Education:

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

Key Performance Area	Key Tasks	Performance Indicators
Pre Games	<ul style="list-style-type: none"> - 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 AHoD & HCs, confirm all athlete event requirements for completion of athlete registrations - Liaise with HCs to ensure they are implementing their training programs and have consistent and effective communication with their athletes, parents/carers and Clubs - Coordinate team training camp - Coordinate uniform ordering, fittings, packing and distributions - Provide all paper work required to GOC within set timelines - Coordinate team travel and any accommodation arrangements - Produce newsletters and have regular communication with SOA and HC - Follow up with athlete levy payments 	<ul style="list-style-type: none"> - Supported & managed team officials including communication with athletes & families - Effectively coordinated full team training camp - Uniforms, paperwork, travel & accommodation coordinated by deadline - Effectively communicated with all parties on a regular basis - No outstanding levy payments
During Games	<ul style="list-style-type: none"> - Work with SOA and the Games Organising Committee (GOC) - Provide support to all officials and conduct de-briefs with HC, MP and SOA to recognise any officials needing additional support throughout the Games - Coordinate on ground logistics - Attend any meetings as required - Ensure the 1:3 ratio is adhered to at all times and the care of all athletes is paramount 	<ul style="list-style-type: none"> - Worked effectively with SOA & GOC - Conducted de-briefs with HC, MP and SOA - Effectively coordinated on ground logistics - 1:3 ratio for athlete care needs were fully met
Post Games	<ul style="list-style-type: none"> - Complete official evaluations for AHOD, MP and all HC - Submit a written report SOA within six weeks after the conclusion of the Games - Attend a de-brief session with SOA - Resolve any outstanding matters, closing off all responsibilities before exiting the role 	<ul style="list-style-type: none"> - Comprehensive official evaluations completed by deadline - Written report submitted within six weeks of the Games - Participated in de-brief session with SOA

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

