

# Volunteer Recruitment

## Position Description



<b>Volunteer Position Title:</b>	<b>Medical Personnel (MP)</b>
<b>Team / Program:</b>	2020 Junior National Games
<b>Time Commitment:</b>	Approximately 4-8 hours a week from September 2019 to October 2020 Attend Team Training Camp (2 days - date TBC) Travel to Launceston from 18-23 October 2020 (approx.)
<b>Reporting To:</b>	Head of Delegation (HOD)
<b>Screening / Accreditation Requirements:</b>	<ul style="list-style-type: none"> <li>- Working with Children's Check</li> <li>- Police Check</li> </ul>

### Key Responsibilities:

The MP is responsible for working with the HOD and SOA to ensure all medical related procedures associated with teams are adhered to and the welfare of all athletes is paramount in both preparation and during the Games.

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

	<b>Essential</b>	<b>Desirable</b>
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>- Excellent administrative and organisational skills</li> <li>- Excellent people and interpersonal skills</li> <li>- Excellent communication skills</li> <li>- Excellent team work skills</li> <li>- Highly organised with the ability to work in a calm manner when under pressure</li> <li>- Has awareness of the needs of athletes with an intellectual disability</li> <li>- Candidate must be physically fit, healthy and have the ability to work consecutive long hours for the duration of the tournament</li> </ul>	
<b>Experience / Education</b>	<ul style="list-style-type: none"> <li>- Qualified practicing medical professional i.e. doctor, registered nurse</li> <li>- Experience working with people with a disability</li> </ul>	<ul style="list-style-type: none"> <li>- Experience working with Special Olympics</li> <li>- Experience working with travelling teams</li> </ul>

<b>Key Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Pre Games	<ul style="list-style-type: none"> <li>– Work with HOD &amp; SOA to collate all required medical information</li> <li>– Prepare medical register and athlete medication timetable and distribute to Head Coaches (HC) prior to travel with clear instructions and support for implementation</li> <li>– Ensure all medical concerns and arrangements of the teams are addressed</li> <li>– Communicate with any athletes, parents/carers regarding medical requirements, prior to the Games</li> <li>– If you are not currently involved in SOA, volunteer for a minimum of 20 hours within your club or state prior to the Games</li> </ul>	<ul style="list-style-type: none"> <li>– Successfully collated and distributed comprehensive medical information</li> <li>– Medical register and athlete medication timetable prepared &amp; distributed by deadline set</li> <li>– Effectively communicated with athletes, parents/carers and coaches of any medical requirements and concerns</li> <li>– Volunteered with SOA prior to the Games</li> </ul>
During Games	<ul style="list-style-type: none"> <li>– Administer athlete medication, injury treatment and recovery sessions</li> <li>– Provide advice to coaches regarding the effects of injury/illness to an athlete on their competition performance and include any injury management strategy to support the welfare and performance of the athlete</li> <li>– Discuss with athlete and help them understand the severity of any injuries/illnesses sustained</li> <li>– Prepare and provide a daily report to HOD on all injuries and incidents</li> </ul>	<ul style="list-style-type: none"> <li>– Effectively administered athlete medication and medical support</li> <li>– Provided advice to coaches on managing athlete illnesses within the team</li> <li>– Athlete and coach understood the extent of their injuries / illnesses and were provided with medical advice to effectively manage injury/illness</li> <li>– Provided comprehensive daily reports to HOD</li> </ul>
Post Games	<ul style="list-style-type: none"> <li>– Compile all completed medical and injury reports and submit to HOD one month after the Games</li> <li>– Participate in a debriefing session with HOD</li> <li>– Resolve any outstanding managers, closing of all responsibilities before exiting the role</li> </ul>	<ul style="list-style-type: none"> <li>– Reports compiled and provided to HOD within set time frame</li> <li>– Participated in de-brief session with HOD and resolved any outstanding managers</li> </ul>

**Key Relationships And Interactions:**

<b>Internal</b>	SOA, Head of Delegation, Assistant Head of Delegation, Head Coaches, Coaches, Team Support, Medical Personnel, Athletes
<b>External</b>	Parents/Carer(s), Clubs