



<b>Volunteer Position Title:</b>	<b>Assistant Coach (AC)</b>
<b>Team / Program:</b>	2022 National Games
<b>Time Commitment:</b>	Approximately 4 hours a week from September 2021 to October 2022 Attend Team Officials Camp Nov 2021 (2 days – date TBC) Attend Team Training Camp Feb 2022 (2 days - date TBC) Travel to Launceston from 16-23 October 2022
<b>Reporting To:</b>	Head Coach (HC)
<b>Screening / Training / Accreditation Requirements:</b>	<ul style="list-style-type: none"> <li>– Working with Children’s Check</li> <li>– Police Check</li> <li>– Special Olympics Australia Volunteer</li> <li>– Current First Aid/CPR Certificate</li> </ul>

<b>Key Responsibilities:</b>
Under the guidance of the Head Coach the AC is responsible for providing assistance and support to ensure all athletes are fully prepared for the Games. The AC will support the team, motivate, and encourage athletes for daily competition.

<b>Competencies, Skills, Experience, and Education:</b>		
	<b>Essential</b>	<b>Desirable</b>
<b>Competencies / Skills</b>	<ul style="list-style-type: none"> <li>– Demonstrated interpersonal and communication skills</li> <li>– Excellent teamwork skills</li> <li>– Ability to inspire and motivate others</li> <li>– Ability to be flexible and to improvise when needed</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>Essential</b>	<b>Desirable</b>
<b>Experience / Education</b>	<ul style="list-style-type: none"> <li>– Current Coaching Accreditation in your sport</li> <li>– Experience working with athletes with a disability</li> </ul>	<ul style="list-style-type: none"> <li>– Coaching experience in disability sport</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>– Support and monitor athlete’s training programs and provide feedback to the HC regarding athlete’s performance</li> <li>– Contact athletes and families in your team, and maintain regular communication leading up to travel and competition</li> <li>– Support HC with any administrative tasks</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>– Athlete programs were closely monitored, and performance improved</li> <li>– Regularly communicated with athletes and families</li> <li>– Provided administrative support in a timely and efficient manner</li> <li>– Volunteered with SOA prior to the Games</li> </ul>
During Games	<ul style="list-style-type: none"> <li>– Prepare athletes for daily competition and assist with on-ground logistics</li> <li>– Record results during competition</li> <li>– Inform the HC and Medical Personnel (MP) of any athletes with concerns that may hinder their performance</li> <li>– Effectively provide 24-hour care for 4 assigned athletes and support their personal needs</li> <li>– Carry out any athlete care duties required</li> </ul>	<ul style="list-style-type: none"> <li>– Athletes were prepared for daily competition and provided with every opportunity to achieve their personal best</li> <li>– Results recorded and passed onto HC when requested</li> <li>– All athlete concerns were escalated in timely manner</li> <li>– Athletes provided highest level of support and care</li> <li>– Domestic duties completed with good grace</li> </ul>
Post Games	<ul style="list-style-type: none"> <li>– Attend a debriefing session with the HC</li> <li>– Resolve any outstanding matters, closing off all responsibilities before exiting the role</li> </ul>	<ul style="list-style-type: none"> <li>– Participated in de-brief session with HC and resolved all outstanding matters</li> </ul>

<b>Key Relationships and Interactions:</b>	
<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