

Position Description



Volunteer Position Title:	State Committee Sports Coordinator
Team / Program:	State Committee
Time Commitment:	Preferably 24 months
Reporting To:	State Committee Chair
Screening / Training / Accreditation Requirements:	<ul style="list-style-type: none"> • Police Check • Working with Children Check

Description of the volunteer role:
<p>The Sports Coordinator is responsible for supporting the State Committee in addressing the objectives outlined in the State Committee Terms of Reference in regard to Games and Competition and Sport.</p> <p>The role ensures that games and selection are organized according to the schedule, at a high standard and adhere to the SOA policies. The role will also provide required support and advice to sports specific coordinators.</p> <p>The ideal candidate will have sports management / development experience along with strong relationship building skills.</p>

Key Responsibilities:
<ul style="list-style-type: none"> • Support the coordination and delivery of multi-sport State Games in partnership with the State Sport Coordinators • Oversee the selection process and management of State teams • Plan, implement and maintain the annual State sports calendar • Develop and support the sports coordinators • Support coach development

Competencies, Skills, Experience, and Education:		
Competencies / Skills	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent organisational and communication skills • Well-developed interpersonal skills • Excellent time management ability • Strong computer literacy and capability to maintain accurate records 	<ul style="list-style-type: none"> • Understanding of relevant WH&S requirements • Current First Aid Certificate or willingness to obtain one
Experience / Education	Essential	Desirable
	<ul style="list-style-type: none"> • Minimum of 2 years relevant experience in sports coaching and/or management 	<ul style="list-style-type: none"> • Experience in Club level sports program

Special Olympics Australia

PO Box 62, Concord West NSW 2138

Phone +61 2 8116 9833 | **Fax** +61 2 8732 1629

Email info@specialolympics.com.au

www.specialolympics.com.au



	<ul style="list-style-type: none"> • Current Level 1 (or equivalent) Coaching Certificate in an SOA recognised sport • Proven experience in effectively managing multiple stakeholders • Current Class C driver's license 	
--	--	--

Performance Area	Key Tasks	Performance Indicators
Games and Competition	<ol style="list-style-type: none"> 1. Coordinate, fund and deliver multi-sport Events in partnership with the State Sport Coordinators annually, including budget management with Central Office oversight and approval; 2. Complete State selections in accordance with national selection policies. This can be done by forming a selection sub-committee or by appointing an independent Chair to oversee selections by the state committee; 3. Ensure that Clubs follow and comply with the process for athlete and official selection and endorsement for State teams; 4. Undertake the endorsement process of athletes and officials for National Games in line with the national selection policy; 5. Oversee training and management for State teams; in conjunction with Head of Delegation; 	<ol style="list-style-type: none"> 1. Multi-sport Events delivered to budget and agreed timelines 2. State selections performed to policy and procedures 3. High stakeholder satisfaction regarding selection and endorsement of State teams 4. Endorsement performed to selection policy 5. Appoint, develop and train officials for state teams including succession planning for Head of Delegation
Sport	<ol style="list-style-type: none"> 6. Plan, implement and maintain the annual State sporting calendar by the 30 September of each year, in conjunction with Clubs; 7. Meet with Sports Coordinators at least twice a year, including an annual coaches conference; 8. Ensure adherence to a consistent competition landscape and standardized approach in line with SOA policies; 9. Share best practice and advice in sport training and competition management to all stakeholders; 10. Encourage and actively promote coach development and education; 11. Keep up to date with the official sports rules of Special Olympics (Article 1 sports rules); 	<ol style="list-style-type: none"> 6. Annual sports calendar confirmed by 30 September 7. Meetings to deliver an increase in satisfaction and confidence in Sports Coordinators to deliver on their areas of responsibility 8. Competition at all levels in the State are consistent with SOA policies and national approach 9. Platform to share best practice implemented 10. Coach meeting minimum standards to exceed 90%

Key Relationships And Interactions:

Internal	Club committee and members, General Manager Sports Development, General Manager Operations, staff, athletes and volunteers
External	Parents / carers, sponsors and partners, corporate volunteers

Special Olympics Vision and Mission	
SOA Vision	Everyone with an intellectual disability has the opportunity to participate in sport
SO Mission	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.
About Us	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. Special Olympics Australia is committed to protecting children, young and vulnerable people from harm. We ask that all our volunteers undergo a thorough screening process prior to appointment.
Athletes Oath	'LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT.'