



<b>Volunteer Position Title:</b>	<b>Assistant Head of Delegation (AHoD)</b>
<b>Team / Program:</b>	2022 National Games
<b>Time Commitment:</b>	Approximately 6 hours a week from September 2021 to November 2022 Attend Team Training Camp (2 days - date TBC) Travel to Tasmania from 16-23 October 2022
<b>Location:</b>	Launceston, TAS
<b>Reporting To:</b>	Head of Delegation (HoD)
<b>Screening / Training / Accreditation Requirements:</b>	<ul style="list-style-type: none"> <li>- Special Olympics Australia Volunteer</li> <li>- Working with Children's Check</li> <li>- Police Check</li> <li>- Current First Aid/CPR Certificate</li> </ul>

<b>Description of the Role:</b>
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 National Games is the highlight of the four-year competition calendar, it provides athletes with the opportunity to compete against other states.

<b>Competencies, Skills, Experience, and Education:</b>		
<b>Competencies / Skills</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>- Proven high quality administration, communication and organisational skills</li> <li>- Excellent team work skills</li> <li>- Demonstrated people management, interpersonal and conflict resolution skills</li> <li>- Has awareness of the common and variable needs of athletes with an intellectual disability</li> <li>- 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.</li> </ul>	
<b>Experience / Education</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>- Experience in the organisation of travelling teams</li> </ul>	<ul style="list-style-type: none"> <li>- Experience working with Special Olympics</li> </ul>

<b>Performance Area</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
Pre Games	<ul style="list-style-type: none"> <li>– Provide support to the HoD on all aspects of the Games</li> <li>– Manage Head Coaches (HC) to ensure they carry out their roles fully and professionally, ensuring all athletes are prepared for the Games and families are confident of their athlete's involvement</li> <li>– In conjunction with the HoD &amp; HCs, confirm all athlete event requirements for completion of athlete registrations</li> <li>– Assist with the coordination of team training camp, farewell functions, uniform, travel and accommodation arrangements and communications</li> <li>– Liaise with HCs to ensure they are implementing their training programs and have consistent and effective communication with their athletes, parents/carers and regions</li> <li>– Actively assist with team fundraising</li> <li>– 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</li> </ul>	<ul style="list-style-type: none"> <li>– Consistently supported HoD</li> <li>– Effectively worked with all team management</li> <li>– Effectively completed delegation registrations</li> <li>– Coordinated camp, functions, uniforms, accommodation and communications</li> <li>– Oversaw coaches and monitored athlete training programs</li> <li>– Funds generated from fundraising activities</li> <li>– Volunteered with SOA prior to travel</li> </ul>
During Games	<ul style="list-style-type: none"> <li>– Regular liaison with TMs and HCs to deliver a positive experience for all athletes and recognise any officials needing additional support throughout the Games.</li> <li>– Work closely with HCs and the Medical Personnel (MP) to observe athlete physical and mental well-being</li> <li>– Report any incidents to the HoD and provide support to address the matter</li> <li>– Assist with coordination of travel arrangements</li> <li>– Ensure the 1:4 ratio is being adhered to at all times and the care of all athletes is paramount</li> <li>– Attend any meetings as required</li> </ul>	<ul style="list-style-type: none"> <li>– Efficiently oversaw all officials and athletes and provided support where necessary</li> <li>– Assisted with travel arrangements</li> <li>– All incidents reported and recorded</li> <li>– Attended meetings as required</li> <li>– 1:4 ratio for athlete care needs were fully met</li> </ul>
Post Games	<ul style="list-style-type: none"> <li>– Attend a de-brief session with the HoD</li> <li>– Organise a debriefing session (in person or by teleconference) with TMs and HCs</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 HoD, TMs and HCs and resolve any 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