



**JOB TITLE:** Administration & Results Manager

**LOCATION:** Local Program Office and/or home

**HOURS:** 5 hours/month; will increase during the month of the event

**QUALIFICATIONS:**

- ❖ Computer knowledge/willingness to learn
- ❖ Recruitment and management of volunteers
- ❖ Excellent communication skills, both oral and written
- ❖ Detailed oriented

**JOB DUTIES:**

- ❖ Oversees registration personnel.
- ❖ Works closely with competition manager.
- ❖ Makes sure each volunteer on team is properly trained and informed.
- ❖ Meets periodically with the team to review checklist.
- ❖ Reports frequently to the Games Director and Competition Manager.
- ❖ Enters, corrects and prints all data, including original ranking/division.
- ❖ Data: athlete entry form, master lists of athletes, coaches, HODs, and games personnel, events lists, credentials and results lists.
- ❖ Runs Special Olympics Games Management System program in a facility at or near the competition site.
- ❖ Schedules access to terminals, computer and printing time.
- ❖ Secures access to back-up equipment.
- ❖ Recruits and trains data entry volunteers.
- ❖ Receives entry forms by deadline.
- ❖ Generates an alphabetical listing of participants: Special Olympics program, age, sex, sport and sport identification number.
- ❖ Lists participant totals by the following categories: name, program, age, gender, event, trial time, team name (if applicable), heat and place/division; rank participant's entry scores from high to low.
- ❖ Checks printouts for errors and makes corrections.
- ❖ Enters appropriate scratches.
- ❖ Distributes HOD reports for corrections along with division assignments to appropriate sports teams for final review.
- ❖ Provides games director, senior vice president, sport directors and competition chairperson with copies of all printouts
- ❖ Continues to provide games personnel with appropriate printouts – master lists: medical services, housing, families, security and sports teams.



- ❖ Establishes procedures for computerizing/distributing competition results; provides results to communications department for distribution to media; keeps master copy in SONC office
- ❖ Prints daily revised results and schedules and makes copies available to appropriate personnel.
- ❖ Participates in the evaluation process.

TRAINING: Orientation and training provided by Games Director and SONC staff

SUPERVISOR: Games Director/Sports Staff