



**JOB TITLE:** Awards Manager

**LOCATION:** Local Program Office and/or home; competition site

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

**LENGTH OF COMMITMENT:** Minimum 3 months

**QUALIFICATIONS:**

- ❖ Knowledge of community
- ❖ Experienced team leader
- ❖ Excellent communication and interpersonal skills
- ❖ Able to solve problems in an effective & timely manner

**DUTIES:**

- ❖ Inventory awards to ensure that there are enough ribbons and/or medals based on the normal distribution and anticipated attendance
- ❖ Train as an Awards Manager prior to event
- ❖ Recruit your awards team members (up to 10 per station)
- ❖ Recruit/train Station Awards Managers
- ❖ Work with Administration/Results Manager to ensure that you are receiving the correct results.

**REPORTS TO:** Games Director

**TRAINING:** Orientation and training provided by SONC staff or Games Director.