



Games Management Team Job Descriptions

JOB TITLE: Games Management Team Member

PURPOSE: Serve as a contributing member in planning the event. Work in conjunction with the key volunteers and staff to organize, plan, direct, staff, financially support, promote and evaluate this event.

JOB DUTIES:

- ❖ Follow the steps provided in the planning timeline and ensure all preparations stay on target.
- ❖ Attend meetings for the GMT.
- ❖ Attend venue walk-throughs
- ❖ Participate in training and volunteer orientation activities
- ❖ Recruit and appoint sub-team members if needed.
- ❖ Actively assist in the recruitment and training of volunteers to serve within your team.
- ❖ Organize and conduct competition and related events which meet the guidelines and standards of SONC/SOI.
- ❖ Responsible for the overall on-site operation and function of your assigned area. Specific duties and responsibilities should be delegated, in good management practice, to sub-team members.
- ❖ Be flexible to adjustments in scheduling, personnel issues, and other contingencies that may occur.
- ❖ Be sensitive to timeliness issues with regard to your venue or operation (i.e. arrive early and stay late to ensure excellence).
- ❖ Chairpersons should call periodic meetings, as needed, for instruction and status review.
- ❖ Maintain communication with designated staff or volunteer liaison.
- ❖ Accept the responsibility for the proper care and maintenance of all equipment and materials received from SONC or a designated liaison.
- ❖ Provide written event evaluation notes and comments to appropriate SONC staff. Help ensure evaluation comments are properly solicited from other personnel involved in your venue and operation.
- ❖ Must be committed to understanding and supporting the philosophy and mission of Special Olympics.



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



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.



JOB TITLE: Competition Manager

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

HOURS: 5-10 hours/month; hours will increase during the month of the event

LENGTH OF COMMITMENT: Minimum 3 months

QUALIFICATIONS:

- ❖ Knowledge of community
- ❖ Knowledge of specific sport rules
- ❖ Knowledge of Special Olympics sport rules
- ❖ Strong background in sports and event management
- ❖ Experienced team leader
- ❖ Excellent communication and interpersonal skills
- ❖ Able to solve problems in an effective & timely manner

DUTIES:

Competition

- ❖ Approval of competition forms
- ❖ Responsible for creation of schedule
- ❖ Responsible for divisioning
- ❖ Responsible for conducting coaches' meeting(s) during event
- ❖ Assist in the recruitment, training, and management of field of play personnel (i.e. officials)
- ❖ Select sports rules team

Volunteers

- ❖ Oversees, assigns and trains Competition Station Managers.
- ❖ Work with volunteer manager to determine needs
- ❖ Attend mandatory sport specific training and general volunteer orientation

Venue Management

- ❖ Assist Games Director with venue design
- ❖ Determine equipment needs as related to competition
- ❖ Determine volunteer needs as related to competition
- ❖ Work closely with venue management team to ensure a quality, safe and dignified competition

REPORTS TO: Games Director

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



JOB TITLE: Families/VIP Manager

LOCATION: Local Program Office/Home & Venue Site

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

LENGTH OF COMMITMENT: 3 months

QUALIFICATIONS:

- ❖ Recruitment and management of volunteers
- ❖ Excellent communication skills and interpersonal skills
- ❖ Ability to solve problems in an efficient and timely manner

DUTIES:

- ❖ Share family activity information with participating entities
- ❖ Provide a report of families who attend to SONC staff
- ❖ Respond to interested families with information
- ❖ Arrange for family hospitality areas
- ❖ Recruit and train volunteers for family hospitality
- ❖ Procure / produce on-site family information materials
- ❖ Submit list of needed equipment and supplies for family registration, hospitality and reception to Games Director.
- ❖ Set up and recruit volunteers to staff family hospitality areas
- ❖ Coordinate family reception setup, decorations, meal, informational material
- ❖ Email thank you letters to appropriate volunteers after event

REPORTS TO: Games Director

TRAINING: Orientation and training provided by Games Director or SONC Volunteer Engagement Director



JOB TITLE: Games Director

LOCATION: Local Program office or home; competition site

HOURS: 5-10 hours/week; hours will increase during the month of the event

LENGTH OF COMMITMENT: 4 months

QUALIFICATIONS:

- ❖ Recruitment and management of volunteers
- ❖ Knowledge of community
- ❖ Excellent communication skills – oral and written
- ❖ Strong background in sports and event management
- ❖ Experience in supervising a large staff and in conducting a large-scale sporting event
- ❖ Able to solve problems and make decisions in an effective and timely manner

DUTIES:

- ❖ Works with Local Program Coordinator to understand venue operations and roles of venue team members
- ❖ Actively recruits venue team members
- ❖ Effectively leads all venue team meetings ensuring that all venue issues are addressed by the venue team (i.e. venue layout, equipment list, volunteer needs assessment, logistics schedule).
- ❖ Schedules and leads two venue walk-throughs prior to competition
- ❖ Serves as the key contact with the facility during the event.
- ❖ Oversees operations at the venue and works closely with the Competition Manager to ensure a dignified, quality sporting event.
- ❖ Assumes responsibility for activities of entire venue team and overall coordination and management of the venue.
- ❖ Provides support to venue team members as required
- ❖ Acts as key decision-maker and problem-solver at the venue during the event while implementing established policies and procedures.
- ❖ Works closely with the Local Program Coordinator on major decisions
- ❖ Conducts an overall check of the venue prior to competition and upon completion of the event.
- ❖ Oversees set-up and tear-down of the venue.

TRAINING: Orientation and training provided by Local Program Coordinator and SONC Staff



SUPERVISOR: Local Program Coordinator

JOB TITLE: Logistics Manager

PURPOSE: Work with venue team to review all logistical needs for the event and develop the overall logistics schedule. Recruit and train logistics power teams

LOCATION: Local Program office and/or home

HOURS: 5-10 hours/month; hours will increase during the month of the event

QUALIFICATIONS:

- ❖ Comfortable managing volunteers
- ❖ Knowledge of the surrounding community
- ❖ Good communication skills – oral and written

DUTIES:

- ❖ Regularly attend support services and GMT meetings
- ❖ Work closely with the Games Director and the Local Program Coordinator on needs
- ❖ Develop plan for distribution of all meals
- ❖ Secure, train and assign volunteers to distribute meals
- ❖ Act as a liaison with power team coordinators (military, city employees, groups etc.) and volunteer manager to provide power team members
- ❖ Decide on number of power team needed at each venue/area, schedule, and assign volunteers
- ❖ Lead venue team through determination of logistics schedule & equipment list
- ❖ Inventory equipment
- ❖ Provide power team members with necessary information

TRAINING: Orientation and training provided by Games Director, Local Program Coordinator and SONC Logistics Manager

SUPERVISOR: Games Director



JOB TITLE: Opening Ceremony Manager

PURPOSE: Work with Games Director to arrange a dignified Opening Ceremony

LOCATION: Local Program office and/or home

HOURS: 5-10 hours/month; hours will increase during the month of the event

QUALIFICATIONS:

- ❖ Comfortable organizing and managing volunteers
- ❖ Knowledge of the surrounding community
- ❖ Good communication skills – oral and written

DUTIES:

- ❖ Regularly attend support services and GMT meetings
- ❖ Work closely with the Games Director and the Local Program Coordinator on needs
- ❖ Develop schedule/plan for Opening Ceremony
- ❖ Recruit an Announcer
- ❖ Recruit Athlete, Coach and Volunteer for oaths as needed
- ❖ Review Brand and Language Guidelines for Special Olympics
- ❖ Prepare a script
- ❖ Work with Logistics Manager to acquire appropriate equipment
- ❖ Test Audio / Visual Equipment to ensure it is operating properly
- ❖ Act as a liaison with key groups/celebrities etc. who are involved in the Opening Ceremony
- ❖ Decide on number of volunteers needed to manage the parade/speakers
- ❖ Work with Volunteer Manager to recruit & train all pertinent volunteers
- ❖ Lead venue team through determination of schedule
- ❖ Review Brand and Language Guidelines for Special Olympics

TRAINING: Orientation and training provided by Games Director, Local Program Coordinator and SONC Communications Department

SUPERVISOR: Games Director



JOB TITLE: Security Manager

PURPOSE: Responsible for the safety of all of the participants at the event. Determine security needs. Assigns overnight security personnel where needed to secure venues and equipment. Develop access control plan.

LOCATION: Local Program office and/or home

HOURS: 5-10 hours/month; hours will increase during the month of the event

QUALIFICATIONS:

- ❖ Access to trained security personnel
- ❖ Knowledge of the surrounding community
- ❖ Knowledge of emergency plan
- ❖ Good communication skills – oral and written
- ❖ Professional experience

DUTIES:

- ❖ Regularly attend support services and GMT meetings
- ❖ Communicate with full-time security personnel already in place at venues (School Resource Officers etc.)
- ❖ Assess the need for security volunteers at the venue and coordinate with the Volunteer Manager
- ❖ Recruit, train and assign security personnel to specific venues
- ❖ Provide written plan for security volunteers to follow in case of any incidents
- ❖ Train general volunteers to augment professional security staff

TRAINING: Orientation and training provided by Games Director and SONC Logistics Manager

SUPERVISOR: Games Director



- JOB TITLE:** Transportation Manager
- PURPOSE:** Responsible for managing ingress and egress during the event. Decide which areas may have parking difficulties and assign volunteers accordingly.
- LOCATION:** Local Program office and/or home
- HOURS:** 5-10 hours/month; hours will increase during the month of the event
- QUALIFICATIONS:**
- ❖ Comfortable managing volunteers
 - ❖ Knowledge of the surrounding community
 - ❖ Good communication skills – oral and written
- DUTIES:**
- ❖ Regularly attend support services and GMT meetings
 - ❖ Assess the transportation needs using Delegation Information Summaries (Local Program Coordinator gets with registration)
 - ❖ Develop a transportation plan
 - ❖ Have plan in place to help if delegations have emergency needs
 - ❖ Work with Games Director to decide which venue needs assistance with parking
 - ❖ Assign and train parking volunteers
 - ❖ Determine equipment needs (cones, flags, golf cart if available)
- TRAINING:** Orientation and training provided by Local Program Coordinator and SONC Logistics Manager
- SUPERVISOR:** Games Director



JOB TITLE: Volunteer Manager

LOCATION: Local Program Office/Home & Venue Site

HOURS: 5-10 hours/month; hours will increase during the month of the event, Regular GMT meetings; at least 2 venue walk-throughs; attendance at all trainings

LENGTH OF COMMITMENT: Minimum 3 months

QUALIFICATIONS:

- ❖ Recruitment and management of volunteers
- ❖ Good Computer Skills / Willing to learn
- ❖ Excellent communication skills and interpersonal skills
- ❖ Ability to solve problems in an efficient and timely manner

DUTIES:

- ❖ Work with all managers to determine volunteer needs
- ❖ Receive and organize all volunteer registrations
- ❖ Assist in recruitment and training of volunteers
- ❖ Assist in recruiting sports specific volunteers at the venue
- ❖ Devise a recruitment plan with GMT and SONC staff if needed (including print, radio, tv, and special events)
- ❖ Attendance at all trainings
- ❖ Produce/request needed materials – volunteer handbook, agendas, job descriptions, etc.
- ❖ Work with group volunteer leaders to ensure appropriate job placement
- ❖ Assign (Cheer Team/Spirit Squad) at time of arrival or prior to event
- ❖ Determine exact shirt and meal needs with Logistics Manager
- ❖ Secure volunteer orientation and training site
- ❖ Receive and inventory volunteer venue box
- ❖ Train the check-in volunteers
- ❖ Ensure proper check-in and identification of walk up volunteers
- ❖ Circulate throughout the venue to ensure volunteers are utilized properly
- ❖ Assist in evaluation of event
- ❖ Email confirmation letters with job descriptions
- ❖ Email thank you letters after event

REPORTS TO: Games Director/ SONC Volunteer Engagement Director

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



OPTIONAL AREAS:

Healthy Athletes
Olympic Town
Young Athletes

If you are hosting any of these optional events be sure to assign a small team of managers to assist with those. If you have questions on any of these areas please check with your Community Resource Director.