



TITLE: Young Athletes Manager

PURPOSE: Work with Games Director /Local Coordinator to organize Young Athletes trainings and special events

LOCATION: Local Program office and/or home

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

QUALIFICATIONS:

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

DUTIES:

- ❖ Recruit and train Young Athletes activity leaders
- ❖ Work closely with the Games Director and the Local Program Coordinator on needs
- ❖ Develop schedule/plan for local activities/state level activities
- ❖ Recruit Young Athlete participants and collect required forms
- ❖ Recruit volunteers to assist with activities
- ❖ Review Brand and Language Guidelines for Special Olympics
- ❖ Secure and Prepare activity area/stations and equipment
- ❖ 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 Young Activity events
- ❖ Decide on number of volunteers needed to manage the YA activities
- ❖ 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 the Young Athletes program, Games Director, Local Program Coordinator

SUPERVISOR: Games Director