Special Olympics Ireland
a place for everyone!

Job Title: Competition Administration Coordinator

Reporting to: Competition Manager

Brief summary: The Competition Administration Coordinator is responsible for planning and managing the operations of the Competition Management Office and the Sports Information Desk. He/she will oversee the administration of the competition including the collation, processing and display of all results. In addition he/she will ensure that the Sport Information Desk has relevant, accurate and up-to-date information available on the competition. Where GMS is being used he/she will ensure someone is in place to operate it.

Key tasks & responsibilities checklist

Pre-event **Completed (✓)**

- Confirm Comp Admin volunteer requirements & forward request to Volunteer Services Coordinator..…. ☐
- Develop the event day plan and pre-event action plan for Competition Admin …...…….…...……... ☐
- Plan the lay-out & location of the Competition Management Office & the Sports Information Desk……. ☐
- Decide on a location space where protests & appeals can be reviewed …… ☐
- Assess equipment & supply needs and forward request the Logistics coordinator …….. ☐
- If GMS is being used liase with the RSDO to source appropriate PC …….…..… ☐
- If GMS is being used liase with Competition Manager to assign an operator …….. ☐
- Contact all Competition Admin volunteers to brief them ……...…..…… ☐
- Create a roster for volunteers, allowing time for breaks ..... ☐

Event day

- Brief all Competition Admin volunteers at start of day ……..……..… ☐
- Oversee the set-up of the Competition Management Office & the Sports Information Desk area …...…... ☐
- Assign volunteers to their roles and positions ……...…..…… ☐
- Oversee the operation of the Competition Management Office & the Sports Information Desk……..…… ☐
- Ensure all necessary sports information is available at the Sports information desk ……...…...… ☐
- Rotate volunteer positions as necessary …... …… ☐
- Report important issues to the Competition Manager ……... ☐
- Oversee clear out of the Competition Management Office & the Sports Information desk and ensure they are returned to their original state ……..……...…… ☐
- Debrief volunteers at end of day ……... ☐

Post-event

- Attend post Event wrap-up meeting ……..…….……... ☐
- Complete evaluation of Competition Admin and forward to the Competition Manager ……. ☐