

Awards Coordinator

Job Title: Awards Coordinator

Supported By: Competition Manager

Brief summary: The Awards Coordinator is responsible for planning, coordinating and overseeing all Awards for the Event. He/she will ensure that the Awards are implemented in line with policies and procedures as developed by Special Olympics Ireland.

Tasks & responsibilities checklist

Pre-event	Completed (P)
• Confirm Awards volunteer requirements and forward request to Volunteer Services Coordinator	<input type="checkbox"/>
• Develop the event day plan and pre-event action plan for awards.	<input type="checkbox"/>
• Assess awards requirements & ensure these are available on event day	<input type="checkbox"/>
• Ensure equipment & podium/place numbers have been sourced and will be available on event day	<input type="checkbox"/>
• Plan the layout of the Awards area (including awards staging area)	<input type="checkbox"/>
Event day	
• Ensure all awards requirements are available before event begins	<input type="checkbox"/>
• Brief all Awards volunteers at start of day & supervise awards rehearsals	<input type="checkbox"/>
• Oversee the set-up of the awards area	<input type="checkbox"/>
• Assign volunteers to their roles and positions	<input type="checkbox"/>
• Ensure awards run on schedule	<input type="checkbox"/>
• Ensure Special Olympics awards scripts & protocol are followed throughout the day	<input type="checkbox"/>
• Rotate volunteer positions as necessary	<input type="checkbox"/>
• Report important issues to the Competition Manager	<input type="checkbox"/>
• Oversee clear out of the awards area and ensure it is returned to its original state	<input type="checkbox"/>
• Tally excess awards at end of event and ensure they are returned to the Regional Office	<input type="checkbox"/>
• Debrief volunteers at end of day	<input type="checkbox"/>
Post-event	
• Attend post Event wrap-up meeting	<input type="checkbox"/>
• Complete evaluation of Awards and forward to the Competition Manager	<input type="checkbox"/>