

Young Athletes Activities Manager Role Description

Job Title: Young Athletes Activities Manager

Supported By: Event Manager

Brief summary: The Activities Manager will work in conjunction with the RDO-Clubs in the planning and implementation of the Event. He/she is responsible for the overall planning, development and implementation of the Young Athletes Activities at the Event. He/she will be a key member of the Core Event Management Team and will work closely with the Event Manager to ensure the event meets the standards established by Special Olympics Ireland and that relevant policies and procedures are adhered to.

Key Tasks and Responsibilities Checklist

Pre-event

- Attend the Core Event Management Team meetings to assist in the development of and input into the pre-event and event day plans
- Assist in the recruitment of volunteers to support and deliver the Activity Stations
- Work closely with the Event Manager in the overall planning of the event
- Working with RDO Clubs to create the event day schedule and send to clubs
- Ensure all sports specific equipment is identified in requirements
- Ensure Activity Station volunteers are assigned to roles appropriate to their training and experience
- If any unexpected costs or expenditure are required; these must be signed off in advance by the RDO Clubs.

Event day

- Brief all Activity Stations volunteers at start of day
- Coordinate and oversee set-up of sports equipment and sign off on the Activity Stations set up
- Chair the Young Athletes Leads meeting
- Ensure all key positions are staffed
- Coordinate and oversee clear out of sports equipment. Ensure all equipment is returned in working order.

- Advise Event Manager of any damaged or lost equipment.
- Thank Activity Stations volunteers at the end of the day and gain any feedback from their experience to share with RDO Clubs.

Post-event

- Ensure an evaluation of Activity Stations offered at the event is completed and sent to Event Manager
- Attend Core Event Management Team debrief meeting