



TITLE: Support Services Lead

GOAL/IMPACT

Special Olympics Southern California (SOSC) is dedicated to creating opportunities for our athletes to find strength, success, confidence, and joy on and off the playing field. Making each competition meaningful to the athletes and to their families is important.

The Games Management Team (GMT) is a group of volunteers that manages all aspects of the games. The GMT concept incorporates several groups within a team to alleviate overload on one person. The GMT consists of the Competition Lead, Awards Ceremony Lead, Opening Ceremony Lead, and more. Additionally, there are venue managers and functional area leads. Combined they are responsible for carrying out the mission, goals, planning and conducting high quality games while adhering to the predetermined timelines.

The Support Services Lead is responsible for leading the support services group to support operation and logistics. This includes equipment acquisition, inventory and return of supplies and equipment, set up and tear down, and everything in between. There is nothing more satisfying than hearing the joy of athletes and their families during and after the games. The Support Services lead and team makes moments like these happen with his/her highly organized and motivating leadership.

KEY RESPONSIBILITIES

- Assist with coordinating equipment & water deliveries, banner placement, event set-up and break-down
- Assist with handling last-minute needs and troubleshoot issues that may arise during games
- Assist with recruitment of other support services team members

TRAINING & SUPPORT

- Weekly staff support leading up to competition to review timeline, GMT conference calls, if applicable
- Shadow staff or other volunteers as part of training and on-site guidance until confidence is built
- Receive overview of tools and training needed for the assignment – SOSC Game Policy & Procedures

COMMITMENT

- Minimum 1-year commitment to gain experience and build infrastructure. 2 years preferred
- There are approximately 4-12 competitions each season. We ask that the Competition Manager leads at least two competitions each season. Spring season is the busiest season with multiple competitions throughout the region

QUALIFICATIONS, SKILLS & REQUIREMENTS

- Understanding of event management, sports, Special Olympics programs or volunteer activities



- Have volunteered at previous SOSC competitions first
- Excellent oral and written communication skills
- Excellent organizational skills and initiative to improve processes
- Detail oriented and ability to multi-task
- Ability to work closely with a team and delegate work where possible
- Calm personality and cool under pressure is essential
- Must submit an online volunteer application that will include a background check and required training – recertification required every 3 years

BENEFITS

- Furthering the vision of acceptance, inclusion, and well-being for people with intellectual disabilities
- Connecting people to the world of sports
- Help SOSC achieve its mission and expedite progress on goals
- Endorsement on LinkedIn for excellent work