



TITLE: Awards Ceremony Team

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 Games Director, Competition Director, Managers and Leads. Combined they are responsible for carrying out the mission, goals, planning and conducting high quality games while adhering to the predetermined timelines.

The Awards Ceremony Team ensures an efficient system of delivering competition results, staging the athletes to receive awards, and incorporating law enforcement to award the athletes medals.

KEY RESPONSIBILITIES

- Assist with the recruitment of additional Awards Ceremony Team members
- Secure and organize medals/ribbons from SOSC office to be presented at competition
- Assist with location and arrangement of awards area(s) including stands
- Coordinate awards presentations for all sport venues
- Identify awards presentation leaders (law enforcement) for individual sports venues (as needed)
- Run competition results to Nerve Center for recording
- Manage awards volunteers to ensure the flow of athletes from competition venues to the awards recognition area
- Provide a safe and efficient flow of athletes to and from the awards area and adhere to all Special Olympics policies regarding awards

TRAINING & SUPPORT

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

COMMITMENT

- Minimum 1-year commitment to gain experience and build infrastructure. 2 years preferred
- Prepping the awards & medals before the event requires approximately 2 office visits the week leading up to competition, approximately 90 minutes each
- Must be able to attend competition dates – 6-10 hours, depending on competition



- Day-of competition hours may vary, throughout a 8-10 week season
- Most regions have 8 or more competitions per season. We request the Awards Ceremony Team commit to at least 4 competitions to establish continuity
- If Awards Ceremony Team members are unable to attend, please refer substitute to SOSC personnel

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

- Direct interaction and impact on SOSC athletes!
- Build a strong team to work together to achieve our vision of acceptance, inclusion, and well-being for people with intellectual disabilities through sports
- Experience enthusiasm, joy, and personal achievement alongside our athletes
- Endorsement on LinkedIn for excellent work