



TITLE: Olympics Villiage Manager (aka Festival Manager)

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 Olympics Village Manager is responsible for organizing and overseeing the Olympics Village – the venue where all participants can come while not competing. The festival includes activities like sports demonstrations, Healthy Athlete programs, family resources, athlete resources, and games. The Olympic Village Manager helps create joyful moments with their highly organization skills and motivating leadership.

KEY RESPONSIBILITIES

- Recruit entertainment, demonstration equipment, and family/athlete resource booths
- Provide on-site training and walkthrough for equipment and set-up
- Coordinate any deliveries for booths/activities
- Provide on-site training and support for day-of volunteers

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 Policy & Procedures

COMMITMENT

- Minimum 1-year commitment to gain experience and build infrastructure. 2 years preferred
- 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. Not all competitions will an Olympic Village. We request the Lead to commit to at least 2 competitions to establish continuity

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