

# Position Description



<b>Volunteer Position Title:</b>	<b>State Leadership Team – Membership Officer</b>
<b>Time Commitment:</b>	Minimum 2 years Approximately 3 - 5 hours per week and attendance at State LT meetings. Must be available evenings and weekends.
<b>Reporting To:</b>	State Committee Chairperson
<b>Screening / Training / Accreditation Requirements:</b>	<ul style="list-style-type: none"> <li>• Police Check</li> <li>• Working with Children check or equivalent in State/Territory</li> </ul>

<b>Description of the volunteer role:</b>
<p>The State Membership Officer will assist the State and clubs in meeting its ongoing accreditation compliance requirements and will be responsible for implementing agreed process improvements where necessary.</p> <p>The role will provide essential support to Club Membership Officers within the Clubs and ensure that State teams are registered and compliant prior to competitions or travel.</p> <p>The ideal candidate will have proven administrative experience within a regulated environment and possess strong attention to detail.</p>

<b>Key Responsibilities:</b>
<ul style="list-style-type: none"> <li>• Oversee and provide support the registration of all existing athletes, coaches and volunteers</li> <li>• Provide ongoing administration support to the Club LT as required</li> <li>• Oversee compliance of all members (new and existing) with regards to registration, medicals and code of conduct</li> <li>• Assist the Club LT in the Club Accreditation Process (every 2 years)</li> </ul>

<b>Competencies, Skills, Experience, and Education:</b>		
<b>Competencies / Skills</b>	<b>Essential</b>	<b>Desirable</b>
	<ul style="list-style-type: none"> <li>• Strong leadership skills with the ability to engage and influence others</li> <li>• Excellent organisation, administration and communication skills</li> <li>• The ability to meet deadlines and prioritise tasks</li> <li>• Computer literacy skills and competent with using a database</li> <li>• A positive and enthusiastic approach with a high degree of pro-activity</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of Special Olympics Australia</li> <li>• Advance Microsoft office skills (Word and Excel)</li> <li>• Current Senior First Aid Certificate or willingness to obtain one</li> </ul>

<b>Experience / Education</b>	<b>Essential</b>	<b>Desirable</b>
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<b>Key Performance</b>	<b>Key Tasks</b>	<b>Performance Indicators</b>
State LT	<ol style="list-style-type: none"> <li>1. Assist Clubs in the Accreditation Process and ongoing compliance of club accreditation</li> <li>2. Accurately record athlete and volunteer information in the approved SOA database according to policy and procedures</li> <li>3. Assist new members with registration</li> </ol>	<ol style="list-style-type: none"> <li>1. Club accreditation completed accurately and on-time. Ongoing compliance satisfactorily met</li> <li>2. Meet KPI's set by SOA on athlete retention, satisfaction and growth</li> <li>3. Meet KPI's set by SOA on volunteer retention, satisfaction and growth. Develop and implement best practice volunteer management principles as set by SOA.</li> <li>4. Data captured on athletes and volunteers meet SOA requirements</li> <li>5. New members supported and registration information entered into the database in a timely manner</li> </ol>

<b>Key Relationships and Interactions:</b>	
<b>Internal</b>	SOA staff, State LT and members, Club LT and members, Sport Specific Coordinators
<b>External</b>	New members, Parents / carers

<b>Special Olympics Vision, Mission, About Us, and Athletes Oath</b>	
<b>SOA Vision</b>	Everyone with an intellectual disability has the opportunity to participate in sport
<b>SO Mission</b>	We create accessible sports training, coaching and competition pathways so that people with an intellectual disability can reach their personal best, in sport and in life.
<b>About Us</b>	Special Olympics Australia is a not-for-profit organisation that provides regular sports training, competition opportunities and development programs for people with an intellectual disability across Australia.
<b>Athletes Oath</b>	"LET ME WIN. BUT IF I CANNOT WIN, LET ME BE BRAVE IN THE ATTEMPT."