

**Position: Special Olympics Games Organizing Committee Chair 2017-2018**

**Mission:** The Special Olympics Games Director is in charge of planning and carrying out biannual competitive games at USU for Special Olympics athletes. Responsibilities include event planning, reserving the necessary facilities and equipment for the events, volunteer outreach and recruitment, and corresponding with the Special Olympics Utah Area Representative.

**Qualifications:**

- Current USU Student
- Volunteered at least for one year in the Service Center, or demonstrate possession of equivalent qualifications (determined by Service VP and Community Service Coordinator)
- Have a 2.5 GPA or higher

**Compensation:**

- May receive an AmeriCorps Education Award (can be applied to future tuition or student loans) after completing 300 hours. Talk with Service VP and Community Service Coordinator to enroll. Hours begin August 2017.

**Partnerships:**

- Communicate with the Health and Ability Issue Area Coordinator
- Collaborate with programs and Community Partners in the Health and Ability issue area  
USU programs include: Best Buddies, Aggie Health, Grandfriends  
Community Partners include: American Red Cross, Common Ground Outdoor Adventures

**Program Events/Activities:**

Required:

- Plan monthly activity for volunteers
- Swimming event
- Track and field event
- Other SOUT events
- Spread the Word to End the Word campaign (with Best Buddies)

**Service Center Responsibilities:**

- Attend the following events
  - Day on the Quad
  - Service Center Kick-Off (fall) and Re-Charge (spring)
  - Fall training retreat
- Attend established office hours: 3 hours a week during business hours
  - Be available for meetings with students and staff
- Fill out all required paperwork including:
  - Dashboards (event reports)
  - Risk Management Paperwork as needed
- Track hours on AGS or OrgSync, and encourage volunteers to do the same
- Actively inform and educate new volunteers for Service Center
- Meet with Issue Area Coordinator on a regular basis
- Manage and train volunteers
- Plan and prepare for school year programming during the summer
- Update Program Director Binder
- Manage volunteer sign up forms and project reporting forms

**Committee Work:**

- Assemble and manage program committee

**Fundraising:**

- Oversee the fundraising efforts of the program with HOD. Program is expected to hold FIVE outreach fundraisers during the year. These are reported to SOUT in order to maintain accreditation.