



## **JOB DESCRIPTION**

### **ATHLETICS COMPETITION DIRECTOR**

#### **Overview**

The Athletics Competition Director (ACD) will have overall responsibility for the delivery of successful Sainsbury's Suffolk School Games Level 3 Quadkids and Super8 finals.

The ACD must be available to run this event on Friday 4th July 2014, between 8am-5pm and able to travel to Bury St Edmunds.

This is a voluntary role but expenses may be paid on agreement with Suffolk Sport prior to accepting this position. Lunch and light refreshments on the day will be provided.

#### **Job Role**

The key elements of the role are as follows;

*Preparation (in conjunction with Suffolk Sport where indicated)*

- ◆ Collating and inputting school's entry data into spreadsheets (Suffolk Sport)
- ◆ Coordinating lead volunteers for each event
- ◆ Arranging for appropriate equipment to be available (Suffolk Sport)
- ◆ Ordering participant identification numbers (Suffolk Sport)
- ◆ Create event timetable, including grouping of participants

*Event Day*

- ◆ Setting up for the event
- ◆ Volunteer briefing
- ◆ School and Participant briefing
- ◆ Running of the competitions (including management of result collection)
- ◆ Management of volunteer workforce throughout the day
- ◆ Point of contact for all athletics event volunteers
- ◆ Settle/Arbitrate on any disputes and or questions from team managers



### **Key Skills Required**

Knowledge and understanding of Quadkids and Super8 competitions (essential)  
Excellent organisational and communication skills  
Confident and approachable manner  
Experience in managing a workforce (desirable)

For more information contact Simon King on either (01394) 444580 / (07725) 498020 /  
[simon.king@suffolksport.com](mailto:simon.king@suffolksport.com)

### **Other Information**

The opportunity to attend competitions prior to the festival and liaise with the previous ACD to gain experience will be made available.