Management Team Job Descriptions

Administration | Competition | Special Events | Support Services | Human Resources | Diversity, Equity & Inclusion

***ALL INDIVIDUAL COMMITTEE ALLOCATIONS ARE TENTATIVE AS OF NOW AND MAY CHANGE ONCE THE MANAGEMENT TEAM IS SELECTED TO BEST FIT NEEDS OF COMMITTEE***

DIRECTOR OF ADMINISTRATION

GENERAL DESCRIPTION:

The Director of Administration is responsible for all personnel, procedures and activities contained in the following areas:

1. Computers & Registration
2. Unified
3. Evaluations
4. Awareness
5. Athlete Involvement
6. Media & Publicity

ACTIVITIES/TASKS:

● Utilize and update Villanova’s website in collaboration with the Computers and Registration committee to provide up-to-date schedules, information, etc. throughout the event at all venues.

● Facilitate cooperative interaction between committees and respective SOPA Liaison(s) and Festival Director.

● Gather the necessary information from MT directors and prepare Coaches’ Handbooks, HOD Handbooks, and Coaching Guides

● Ensure that information is up-to-date and available for distribution.

● Meet and contact committees weekly to ensure that all responsibilities are met and that all questions are clarified.

● Assist with the office supplies order, signage inventory, Awareness events, Unified events, the Evaluation process, Registration and Housing Registration as needed.

● Perform other related responsibilities as needed.

● Evaluate the Administration operations and make recommendations in a final report.

● Attend and actively participate in any team-building sessions.

● Provide sufficient training for the committee in conjunction with the Festival Director, Villanova Advisor and SOPA Liaison.

LINE OF AUTHORITY:

The Director of Administration reports directly to the Festival Director.
DIRECTOR OF COMPETITION

GENERAL DESCRIPTION:

The Director of Competition is responsible for overseeing all operations of sports venues, as listed below:

1. Bocce
2. LDR
3. Powerlifting
4. Roller Skating
5. Soccer
6. Volleyball
7. Flag Football

ACTIVITIES/TASKS:

- Facilitate cooperative interaction between committees and SOPA Liaison, Villanova Advisor, and Festival Director.
- Coordinate with Villanova athletics and off campus partners to secure venues.
- Assist in preparing pre-event registration materials for each sport venues.
- Ensure that all equipment is secured and in place prior to the event.
- Meet and contact committees weekly to ensure that all responsibilities are met and that all questions are clarified.
- Ensure that committees know the rules and regulations of Special Olympics Competition and have completed dry runs.
- Learn how to division athletes and teams, and assist committees in this process.
- Ensure all venue coordinators and volunteers are trained prior to competition.
- Work with Director of Administration, Special Events, and Support Services to establish an up-to-date schedule for Competition.
- Work closely with SOPA Liaison and Festival Director.
- Evaluate competition operations and make recommendations in a final report.
- Attend and actively participate in any committee training or team building sessions.
- Attend and be punctual for all meetings and appointments.
- Provide sufficient training for committee in conjunction with Festival Director, SOPA Liaison and Villanova Advisor.

LINE OF AUTHORITY:
The Director of Competition reports directly to the Festival Director.
DIRECTOR OF HUMAN RESOURCES

GENERAL DESCRIPTION:

The Director of Human Resources is responsible for overseeing all operations of the following committees:

1. On Campus Volunteers
2. Off Campus Volunteers
3. Local Program Hosts
4. Development
5. Inclusion Crew
6. Volunteer Coordinators

ACTIVITIES/TASKS:

- Ensure communication with University personnel to coordinate each area.
- Ensure communication with media and publicity.
- Develop and oversee plan for recruitment of qualified volunteers for each venue.
- Attend and be punctual for all meetings and appointments.
- Hold a brief training program for 1-day volunteers.
- Assist with tasks as needed.
- Attend meetings for LPHs, VCs, and Inclusion Crew
- Meet and contact committees weekly to ensure that all responsibilities are met and that all questions are clarified.
- Provide sufficient training for committee in conjunction with the Festival Director, Villanova Advisor, and SOPA Liaison.
- Monitor committee spending and ensure the budget is not exceeded.
- Outline necessary requirements and format for each chairperson and provide appropriate training.
- Communicate with other members of the Management Team to determine needs of committees.
- Attend and actively participate in any committee training or team building sessions.
- Evaluate operations and make recommendations in a final report.
- Work closely with SOPA Liaison, Villanova Advisor, and Festival Director.
- Facilitate the Class A certification process for the Management Team.

LINE OF AUTHORITY:
The Director of Human Resources reports directly to the Festival Director.
DIRECTOR OF SPECIAL EVENTS

GENERAL DESCRIPTION:

The Director of Special Events is responsible for the overall operations of the following areas:

1. Awards
2. Ceremonies
3. Entertainment
4. Fundraising
5. Healthy Athletes

ACTIVITIES/TASKS:

● Outline necessary requirements and format of implementation for each committee; provide appropriate training for all.
● Communicate with other members of the Management Team to determine appropriate scheduling for meetings and the event.
● Convey pertinent information from Festival Director, Villanova Advisor, and Management Team to work with committee members to appropriate chairpersons.
● Develop a complete schedule of all Special Events; work closely with Director of Administration, Competition, and Support Services with scheduling.
● Work with Competition and Athletics to ensure efficient breakdown and setup of all Special Events.
● Coordinate all VU Tech Crew and Advances Sound needs through the year and weekend.
● Evaluate operations and prepare recommendations in final report.
● Assist committees in carrying out responsibilities where needed.
● Facilitate cooperative interaction between committee and respective SOPA Liaison and Festival Director.
● Ensure that all equipment is secured prior to the event for all venues.
● Meet and contact committees weekly to ensure that all responsibilities are met and that all questions are clarified.
● Organize apparel order and Amazon order/purchase orders
● Attend and actively participate in any committee training or team building sessions.

LINE OF AUTHORITY:
The Director of Special Events reports directly to the Festival Director.
DIRECTOR OF SUPPORT SERVICES

GENERAL DESCRIPTION:

The Director of Support Services is responsible for all personnel, procedures, and activities related to the areas listed below:

1. Medicurity
2. Facilities
3. Food
4. Transportation
5. Housing

ACTIVITIES/TASKS:

● Ensure communication with University personnel to coordinate each area. Define clearly the needs of Special Olympics in each area.
● Obtain contracts for all necessary equipment for Fall Festival.
● Work closely with SOPA Liaison and Festival Director.
● Provide the necessary support for personnel and/or volunteer to complete the assigned tasks and responsibilities.
● Facilitate cooperative interaction and training between committees and respective SOPA Liaison, Villanova Advisor, and Festival Director.
● Works with Facilities and Grounds to ensure that all equipment is secured and in place prior to the event for all venues.
● Works with Radnor Police, VU Public Safety, and VU Parking to schedule officers and create a parking plan for Fall Festival and other Special Olympics events.
● Meet and contact committees weekly to ensure that all responsibilities are met and that all questions are clarified.
● Predict and develop provisions and plans for emergency situations.
● Ensures medical and security volunteers are in place prior to and during competition and special events. Coordinates with SOPA provided medical care.
● Develop a cleanup plan for post-Fall Fest.
● Evaluate competition and special events operations and make recommendations in a final report.
● Attend and actively participate in any committee training or team building sessions.
● Attend and be punctual for all meetings and appointments.

LINE OF AUTHORITY:
The Director of Support Services reports directly to the Festival Director.
DIRECTOR OF DIVERSITY, EQUITY & INCLUSION

GENERAL DESCRIPTION:

The Director of Diversity, Equity and Inclusion is responsible for all personnel, procedures, and activities related to increasing awareness, support, and advocacy around diversity, equity and inclusion. As this position is a new addition to the Management Team, the exact roles and individual committees are still being developed and will be coordinated with the individual who will fulfill this position, the Festival Director, previous committee members and various Villanova Campus Professionals. Currently, there are several potential ideas that are being further examined to ensure proper integration of this position.

DESIRED QUALITIES/PASSIONS:

● Eager to further address the topics of diversity and equity on campus and in society.
● Willingness to take on new roles in an uncharted space and develop creative and innovative new ideas.
● Passion to engage committee in various diversity and inclusion initiatives on campus.
● Desire to learn about various societal issues surrounding diversity, equity and inclusion and develop unique ways to educate the committee, the athletes and the greater student body around this topic.
● Devotion to further expanding the mission of inclusion and developing ways for individuals to engage in activities that parallel the same mission.

ACTIVITIES/TASKS:

● Work with the Office of Intercultural Affairs and the Office of Diversity, Equity and Inclusion at Villanova to address and strategize key initiatives for the committee to engage in.
● Facilitate discussion and activities on committee to engage in meaningful conversations around DEI topics.
● Examine demographic makeup of our athletes and committee members and strategize ways to further represent and address the needs of all athletes.
● Work with various Multicultural organizations on campus to develop joint initiatives.
● Plan guest speakers for the committee and the student body to engage in listening and active dialogue surrounding DEI topics.
● Create workshops, activities and seminar sessions for members of the committee.
● Review application processes and provide insight and support for various committees to ensure fair and equitable student interviews for Committee, LPH, VC.
● Strategize long-term goals for addressing DEI initiatives for the athletes and committee.

LINE OF AUTHORITY:
The Director of Diversity, Equity and Inclusion reports directly to the Festival Director.