



JOB DESCRIPTION – ASSISTANT DELEGATION LEADER WORLD ABILITYSPORT GAMES

All staff are expected to serve as leaders, facilitators, motivators, and administrators.

ASSISTANT DELEGATION LEADER

The responsibilities of the Assistant Delegation Leader include:

1. Competition and Logistics

- Assist, as needed, the Delegation Leader during the pre-trip period with communicating with staff members, athletes, and family members regarding the event.
- Assist with compiling meeting notes and Q&A from meetings to be shared post-meeting via emails and on closed delegation channel(s).
- Serve as the primary coordinator for planning Delegation educational side trip, if time permits, either before or following competition with assistance from the Delegation Leader and Move United Competition Committee – International Teams representative.
- Assist the Delegation Leader with pre-registration event entries. Follow up, as needed, with lead coaches and athletes regarding athletes' final event entries. Review all athlete event entries for accuracy. Onsite, assist coaches, as needed, with event support.
- Along with the Delegation Leader, develop communication plan. (ie: international cell phone usage recommendations, communication channels – apps and social media). Serve as lead for Delegation communication once onsite.
- Attend the Team Leader meeting(s) and if requested, the sport coaches' meeting(s) on site at the World Abilitysport Games.
- Attend, and in applicable cases (as designated by Delegation Leader), conduct Delegation staff meetings.
- Attend, and in applicable cases (as designated by Delegation Leader), conduct Delegation meetings.
- With the Delegation Leader, represents the Move United Delegation at all functions consistent with International Protocol and host country requests.
- Gather photos and statistics on athletic performances daily to send to the Delegation lead to pass to the Move United Marketing Manager for social media posts and newsletter highlights.
- Ensure USA flags and recording of National Anthem are provided to the World Abilitysport Games organizer, if requested by the LOC.
- Assist the Delegation Leader in providing direct feedback to all staff on their performance during the trip highlighting the positives and the opportunities for improvement.



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2. Medical & Safety

- Ensure the safety of all members of the Move United Delegation during the entire trip. With the Delegation Leader ensure athletes are under staff supervision at all times during all travel and the World Abilitysport competitions.
- Assist Delegation Leader and Move United Competition Committee – International Teams representative to develop a safety plan including contacting the State Department and the U.S. Embassy in visiting country prior to travel to notify of Delegation travels and developing a safety plan notebook to include a list of emergency contacts for each staff person and athlete, copies of passports for each athlete and staff, and medical information and medical release for any emergency medical care. Ensure that the safety plan notebook is with the Delegation at all times.
- Report and/or ensure the proper coaches or staff members report any concerns regarding the safety and/or health of an athlete or staff member to the Delegation Leader and Lead Medical.
- In cooperation with Lead Medical, ensure a Medical kit is always available especially during competitions.
- Be SafeSport trained and certified with a certificate dated within one year of departure date for competition.
- Pass a background check.

3. Leadership

- Follow and enforce the conduct code, reporting infractions to the Delegation Leader.
- Wear Delegation uniforms for all events where the Move United Delegation is represented.
- As a representative of the Move United Delegation, assist with Delegation management duties as needed.
- Step in as needed for the Delegation Leader if the Delegation Leader is away from the delegation for a period of time.