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# JOB DESCRIPTION

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**Special  
Olympics**  
Virginia



## **POSTION                    MENTOR TO ATHLETE REPRESENTATIVE**

**DESCRIPTION**        The Mentor to the Athlete Representative assists the athlete in preparing for meetings, providing input on the administration and delivery of the Area Program, and providing the athlete's perspective on decisions made regarding the Area Program.

### **RESPONSIBILITIES**

1. Attend all Area Council Meetings with the Athlete Representative and any special events that Council Members are requested to attend.
2. Assist the Athlete Representative in making transportation arrangements to attend all Area Council Meetings and special events.
3. Meet with the Athlete Representative prior to all Council Meetings to discuss agenda items and prepare the athlete for the meeting.
4. Assist the Athlete Representative in working with the Area Coordinator or Chair to submit agenda topics for upcoming meetings.
5. Assist the Athlete Representative in expressing the needs and opinions of athletes in the program during Council Meeting discussions and votes.
6. Assist the Athlete Representative in providing advice on the development of an annual training and competition calendar.
7. Assist the Athlete Representative in working with the Public Relations Coordinator to promote Special Olympics in the Area.
8. Assist the Athlete Representative in working with the Athlete Recruitment Coordinator to recruit new athletes and to insure that new athletes have the opportunity to participate in sports that interest them.
9. Attend position training regarding the role of mentors to athlete representatives serving on Councils.

**MEASURES OF SUCCESS IN FULLFILLING THE  
MENTOR TO ATHLETE REPRESENTATIVE POSITION**

1. The Athlete Representative is prepared for all council meetings.
2. The Athlete Representative attends all council meetings.
3. The Athlete Representative is actively involved in all council meetings.
4. The Athlete Representative's views are sought by other council members.
5. The Athlete Representative works with other council members to improve and grow the program.