



## **2017 State Summer Games Volunteer Job Descriptions**

*Disclaimer: All Service Volunteers will undergo a brief training at the beginning of their shift from the respective Volunteer Captains and/or Sport Director at the venue.*

### **Non-Sport Service Volunteer Jobs:**

#### **Set Up**

**Duties:** Volunteers will assist in the set up of events at the particular venue. Please dress accordingly; sneakers/comfy shoes, loose clothing, extra set of clothes, etc.

**Qualifications:** Some tasks will require heavy lifting of 25 pounds or more.

#### **Delegation Registration**

**Purpose:** Volunteers will assist in the registration process of the athletes and coaches. Regions will arrive sporadically throughout the day to check-in; take attendance, check all of the Athlete Medicals to verify all records are up to date, and distribute state games information materials. The Head of Delegation will be checking in their entire region; all coaches and athletes will not be present. Although this task is essential, it is not the most exciting so please do not hesitate to bring a magazine, Ipad, Laptop, Etc. to keep busy during check in.

**Qualifications:** Administrative and organization skills. Must be willing to “wait around” and to be flexible to accommodate situations if they arise.

#### **Volunteer Registration**

**Purpose:** This is an administrative position that is available at all venues. Duties include general and daily registration of volunteers, general information distribution, and processing of additional general administrative duties.

**Qualifications:** Must be friendly, outgoing, professional, and service minded. Knowledge of the event and community is preferred.

#### **Awards Service:**

**Purpose:** Make sure the medals and ribbons are displayed appropriately on a table near the awards stand. Test the speaker system is set up and works. The Law Enforcement volunteers will be awarding the athletes with the medals. Your job is to hand them the medal and then they will place the medal on to the athlete.

#### **Water Distribution:**

**Purpose:** Make sure all water jugs and cups are distributed appropriately throughout the venue. Periodically check each water station to refill jugs and restock cups, if needed.

#### **Lunch Distribution:**

**Purpose:** Assist in the distribution of lunches to credentialed athletes, coaches and key volunteers.

## Safety / Parking

**Purpose:** Assist in creating a safe atmosphere for all individuals attending the event. Roles may include, directing vehicles where to park, monitoring busy intersections and cross walks and directing individuals when it is safe to cross active road ways, working a bus stop and assisting athletes on and off the buses

## Opening Ceremonies

**Purpose:** Assist with the coordination and execution of the event. Duties include by are not limited to athlete and coaches staging, athlete and coaches seating, community members seating, ushers, entrance greeters, handing out programs, set up and take down of the event, and assisting with needs to ensure the event runs smoothly.

## Olympic Village

**Purpose:** Assist in operating the fan stations and activities for athletes to participate in while they are not competing.

## Closing Ceremonies

**Purpose:** Get to know the Special Olympics New York athletes and coaches! Volunteers are encouraged to attend the closing ceremonies dinner dance party to get a chance to socialize with the athletes that they met earlier that day. There are no specific jobs for closing ceremonies. However, be prepared to help assist in clean up and breakdown of venue, if needed.

## Breakdown

**Purpose:** Volunteers are needed to clean up each venue. Jobs include breakdown of equipment, packing storage bins, take down signage, empty water jugs, and pick up all trash. Ensure venue is clean and all SONY equipment is placed in set location for pickup.

**Qualifications:** Some tasks will require heavy lifting of 25 pounds or more. Willing to stay after event is over until task is completed.

## **Sport Specific Service Volunteer Jobs**

*Disclaimer: There are non-sport service volunteer jobs at each competition venue. This includes Set Up, Volunteer Registration, Olympic Village, Signage Placement, Lunch distribution, Water Distribution, Awards Services, Safety and Parking, and Breakdown. Volunteers do not need to have experience in a particular sport to volunteer.*

## Athletics: Track & Field

**Purpose:** Volunteers are needed to assist at the start/staging areas(s); assist with arranging athletes into lane assignment, serve as gate marshals and escorting athletes to starting line at the appropriate time. Finish line attendants are needed to greet athletes, ensure the finish line judges have the athletes bib numbers before escorting the athlete back to staging area. Throwing competition volunteers will assist in marking and recording distance throws at a chute or vector.

**Qualifications:** Must be prepared to perform assigned duties in any weather conditions for prolonged periods of time. Volunteers must be willing to be flexible and prepared to be on their feet all day.

### Aquatics:

**Purpose:** Jobs include by are not limited to timers, stagers, athlete escorts, results runner, recorders.

**Qualifications:** Must be prepared to perform assigned duties for the duration of the competition.

### Basketball

**Purpose:** Jobs include a timer, scorekeepers, time recorders at each court and any needs assigned by the sport director.

**Qualifications:** Must be prepared to perform assigned duties for the duration of the competition.

### Bowling

**Purpose:** Jobs include volunteers at each lane to assist with scorekeeping and lane monitoring.

**Qualifications:** Must be prepared to perform assigned duties for the duration of the competition.

### Gymnastics

**Purpose:** Jobs include but are not limited to squad leaders (staging), check in, escort athletes to awards, music operator, and volunteers to breakdown the event.

**Qualifications:** Gymnastics experience is preferred but not required.

### Powerlifting

**Purpose:** Spotters and Rackers are needed. The purpose of this job is to support an athlete as they lift and help return the weight safely to the rack. If an athlete looks like they are in need of assistance while lifting, help guide the weight down to the rack safely.

**Qualifications:** Must be prepared to perform assigned duties in inclement weather (high winds, marginal snow conditions, heavy snowfall, low visibility, rain and other extreme weather conditions) for prolonged periods of time.

### Tennis

**Purpose:** Scorekeepers, timers, ball retrievers, and linesmen are needed. Duties include writing down and recording the score of the match as it goes, as well as keeping track of the length of the game to make sure the next match goes off at the correct time to follow the schedule. In addition to staying by the net and picking up any dead balls that have hit the net during play and watching to see if a returning ball is inside or outside the line, making the ball fair or dead.

**Qualifications:** Must be prepared to perform assigned duties in inclement weather (high winds, marginal snow conditions, heavy snowfall, low visibility, rain and other extreme weather conditions) for prolonged periods of time.

### Volleyball

**Purpose:** Scorekeepers are needed at each court. Linesmen are also needed to help the referees at each court.

**Qualifications:** Must be prepared to perform assigned duties for the duration of the competition.

## Floater

**Purpose:** Volunteers are willing to do whichever job(s) are needed to help make the event run smoothly. The purpose of this position is to fill in where there might be a void due to lack of volunteers, a need for additional volunteer staffing, etc. This includes being a fan/social volunteer at any venue, if needed.

**Qualifications:** Must be flexible to accommodate situations if they arise and accepting of last minute job changes.

## ***Fans in the Stands***

**Purpose:** To cheer and support the athletes as they compete in a state-level competition. Many of the athletes families cannot travel to state games therefore we rely on community members to come out and be the FANS IN THE STANDS! This position is not to be underestimated as these athletes train extremely hard to get to state games and look forward to the chance to showcase their talent in front of a packed venue.

**Qualifications:** Cheer loud and proud! There are no age requirements to be a fan in the stands!