



## **State Winter 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 (i.e. floor hockey).

#### **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.

### Olympics 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 (i.e. floor hockey). 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.*

### Alpine Skiing & Snowboarding:

**Purpose:** Jobs include by are not limited to race starters, recorder, announcer, gate keepers, timing coordinators, athlete escorts, finish line attendants, and assistants to the Sport Director. Ski/Snowboard equipment is required for most (not all) jobs. Volunteers can also rent equipment at the ski lodge.

**Qualifications:** Must be experienced in alpine skiing or snowboarding. Level of experience will determine job placement. 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

### Cross Country Skiing

**Purpose:** Jobs include but are not limited to timers and recorders for each heat. Volunteers are needed to assist the clerk of the course at the start/staging areas(s); assist with arranging athletes into lane assignment,

making sure skis are on properly, and escorting athletes to starting line at the appropriate time. Runners are needed to bring heat sheets to the start line and results from finish line to awards area.

**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.

### Figure Skating

**Purpose:** Jobs include but are not limited to athlete escorts, athlete staging, sound system operator, and assist athletes on and off the ice skating rink.

**Qualifications:** Must be prepared to spend extended length of time inside a cold ice rink.

### Floor Hockey

**Purpose:** Jobs include but are not limited to clock operators and scoreboard attendants.

**Qualifications:** Must be prepared to stay for the duration of the game. Volunteers cannot leave assignment early as it will disrupt the entire competition. Be prepared to sit for an extended length of time.

### Snowshoe

**Purpose:** Volunteers are needed to assist the clerk of the course at the start/staging areas(s); assist with arranging athletes into lane assignment, making sure snowshoes are on properly, 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.

**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.

### 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!