



**SCHOOLS  
PARTNERSHIP  
PROGRAM**

JOB	DESCRIPTIONS	SHIFT
TEAM SIGN MAKERS	<ul style="list-style-type: none"> <li>• SIGNS SHOULD BE BIG, COLORFUL AND ENCOURAGING TO THE PARTICIPANTS!</li> <li>• BE AS CREATIVE AS YOU WANT!</li> </ul>	PRIOR TO EVENT
POSTING SIGNS	<p>UP POSTERS THAT ANY OF THE CLASSES HAVE MADE.</p> <ul style="list-style-type: none"> <li>• AT THE END OF THE DAY PLEASE TAKE THE POSTERS DOWN AND CAREFULLY ROLL THEM UP AND GIVE THEM BACK TO YOUR COORDINATING LEADER OR TEACHER.</li> <li>• CHECK IN WITH YOUR COORDINATOR WHEN FINISHED.</li> </ul>	ALL DAY
GREETERS	<ul style="list-style-type: none"> <li>• YOUR JOB IS TO WELCOME, SAY HELLO, SHAKE HANDS, CHEER, CLAP, ENCOURAGE THE ATHLETES ETC.</li> <li>• YOU ARE TO DIRECT THE TEACHERS TO WHERE THE SIGN-IN TABLE IS AND TELL THEM THERE IS ROOM IN THE STANDS FOR THEM TO FIND A SPOT TO PUT THEIR GEAR.</li> <li>• WHEN NO MORE CLASSES ARRIVE CHECK-IN WITH YOUR TEACHER COORDINATOR. YOU ARE RELEASED BACK TO CLASS AFTER YOUR JOB IS FULFILLED.</li> </ul>	MORNING
FIRST AID/WATER STATION	<ul style="list-style-type: none"> <li>• FIRST AID HELPERS ARE STATIONED AT THE FIRST AID TABLE TO ASSIST WITH ANY MINOR ISSUES THAT COME UP:               <ul style="list-style-type: none"> <li>◦ SMALL CUTS WITH BANDAGES, BRUISES WITH ICE PACKS, HYDRATION WITH WATER</li> </ul> </li> <li>• HELPERS SHOULD DIRECT ANY MAJOR INJURIES IMMEDIATELY TO A TEACHER, COORDINATOR OR PARAMEDICS:               <ul style="list-style-type: none"> <li>◦ SEIZURES, MAJOR BLEEDING, HEAD TRAMA, SPRAIN OR STRAINED MUSCLES, DISLOCATIONS ETC...</li> </ul> </li> <li>• SET UP AND TAKE DOWN OF FIRST AID STATION – LOCATE AND PACK SUPPLY OF BANDAGES, ICE PACKS IN A COOLER AND AVAILABLE TO WATER.</li> <li>• HELPERS SHOULD BE KIND, GENTLE AND COMPASSIONATE</li> </ul>	ALL DAY
MASTER OF CEREMONIES	<ul style="list-style-type: none"> <li>• YOU'RE A LEADER AND ENJOY SPEAKING IN FRONT OF PEOPLE. YOU ARE GOOD WITH WORDS AND HAVE A POWERFUL VOICE TO ENGAGE</li> <li>• ANNOUNCE THE OPENING CEREMONIES SCRIPT</li> <li>• ANNOUNCE THE SPEAKERS FOR THE PLEDGE, THE OATH AND THE TORCH RUN</li> <li>• ANNOUNCE/INTRODUCE THE PARADE OF ATHLETES</li> <li>• ANNOUNCE SELECTED PERSONAL SPEAKERS &amp; PERFORMERS (SELECTED BY LEADER OF OPENING CEREMONIES)</li> </ul>	ALL DAY
OPENING CEREMONIES	<ul style="list-style-type: none"> <li>• FINDING/SELECTING ATHLETES TO SAY THE PLEDGE OF ALLEGIANCE, THE SPECIAL OLYMPICS OATH, THE TORCH RUN</li> <li>• YOU ARE SUPPORTING THE MC (MASTER OF CEREMONIES) AND ATHLETES INVOLVED IN OPENING CEREMONIES</li> <li>• ORGANIZING THE PARADE OF ATHLETES – BY SCHOOL IN ALPHABETICAL ORDER – EACH SCHOOL SHOULD HAVE A BANNER - HOST SCHOOL WALKS IN PARADE LAST</li> <li>• FINDING SPEAKERS TO GIVE SHORT WORDS/STORIES OF ENCOURAGEMENT – IDEAS: PRINCIPAL, TEACHERS, ATHLETES, POLICE OFFICERS, FIRE OFFICERS, SCHOOL BOARD MEMBERS, SPECIAL EDUCATION DIRECTOR, PEERS WHO WERE INVOLVED AND POSITIVELY IMPACTED BY THEIR EXPERIENCE ETC...</li> <li>• FIND/ORGANIZE PERFORMERS – IDEAS: SINGER FOR NATIONAL ANTHEM, CHEERLEADERS, BAND, DANCERS ETC...</li> <li>• WORK WITH YOUR LEAD TEACHER TO MAKE THE CEREMONIES AWESOME!!</li> </ul>	ALL DAY

OLYMPIC VILLAGE GAMES STATION	<ul style="list-style-type: none"> <li>• CREATE, ORGANIZE AND RUN FUN GAMES FOR STUDENT ATHLETES TO PARTICIPATE IN.</li> <li>• GAMES CAN BE ANYTHING! BE CREATIVE. IDEAS: <ul style="list-style-type: none"> <li>o BEAN BAG TOSS/CORN HOLE, TUG OF WAR, BOWLING, PARACHUTE, DRAWING/MAKING POSTERS, HULA-HOOP, JUMP ROPES, FACE PAINT, OBSTACLE COURSE, CUP STACKING, TARGET THROWING ETC....</li> </ul> </li> <li>• SUPPORT AND ASSIST ATHLETES WITH A RANGE OF DISABILITIES, WHEELCHAIR OR AMBULATORY, TO PARTICIPATE AND PLAY GAMES.</li> <li>• RESPONSIBLE FOR SET-UP AND TAKE DOWN OF THE EQUIPMENT</li> </ul>	ALL DAY
PARTICIPANT RIBBON STATION	<ul style="list-style-type: none"> <li>• LOCATE THE RIBBON BOX AND START TO SET UP YOUR TABLE</li> <li>• POST SIGNS THAT SAY "RIBBON STATION" AT THE FRONT OF YOUR TABLE SO ATHLETES AND TEACHERS KNOW WHERE YOU ARE</li> <li>• TIE RIBBONS IF NEEDED AND PLACE IN SMALL STACKS OF 10</li> <li>• KEEP A LIST OF TEACHERS WHO HAVE RECEIVED THEIR RIBBONS</li> <li>• HAVE THE TEACHER CALL EACH STUDENT'S NAME OUT LOUD (YOU CAN USE THE MEGAPHONE OR MICROPHONE IF YOU WANT) AS YOU PLACE THE RIBBON AROUND THE STUDENT'S NECK.</li> <li>• YOUR MAIN JOB IS TO CHEER AND CONGRATULATE AND MAKE THE ATHLETE FEEL SPECIAL!</li> </ul>	ALL DAY
PHOTOGRAPHER	<ul style="list-style-type: none"> <li>• CAPTURING GREAT MOMENTS THROUGHOUT THE DAY IS REALLY IMPORTANT!</li> <li>• THE COMPETITION PHOTOGRAPHER WILL BE RESPONSIBLE FOR WALKING AROUND THE COMPETITION AND GETTING ACTION SHOTS AS WELL AS POSED PHOTOS OF TEAMS</li> </ul>	ALL DAY
REFEREES	<ul style="list-style-type: none"> <li>• HAS PLAYED THE SPORT AND/OR HAS KNOWLEDGE OF GENERAL RULES, SCORING, FOULS, and GAME PLAY – GAMES ARE MODIFIED FOR OUR SPECIAL OLYMPICS ATHLETES AND RULES ARE FLEXIBLE.</li> <li>• ENJOYS WATCHING THE SPORT</li> <li>• RESPONSIBLE FOR SET-UP AND TAKE DOWN OF FIELDS – POP UP GOALS, WHISTLES, BALLS ETC.</li> <li>• BE FRIENDLY, GENTLE, AND ENCOURAGING TO ATHLETES!</li> </ul>	ALL DAY
REGISTRATION	<ul style="list-style-type: none"> <li>• SET UP A TABLE NEAR THE ENTRANCE WITH TWO CHAIRS BEHIND IT. GET OUT PENS AND SIGN-IN SHEETS PROVIDED BY TEACHER COORDINATOR. EACH PARTICIPATING SCHOOL/TEACHER WILL SIGN IN – FILL OUT THEIR INFO # OF ATHLETES, FANS, TEACHERS, PARENTS. MARK THE SCHOOL/TEACHER OFF ON THE SIGN IN SHEET</li> </ul>	ALL DAY
R-WORD BANNER	<ul style="list-style-type: none"> <li>• R-WORD BANNER – WE ARE RUNNING A CAMPAIGN "SPREAD THE WORD TO END THE WORD" TO ELIMINATE THE USE OF THE R-WORD &amp; PLEDGE TO STOP USING THE WORD. <ul style="list-style-type: none"> <li>o TO PROMOTE ACCEPTANCE &amp; INCLUSION OF ALL PEOPLE WITH DISABILITIES</li> <li>o LANGUAGE AFFECTS ATTITUDES. RESPECTFUL &amp; INCLUSIVE LANGUAGE IS ESSENTIAL.</li> </ul> </li> </ul>	ALL DAY
SCORES AND TIME KEEPERS	<ul style="list-style-type: none"> <li>• RESPONSIBLE FOR KEEPING SCORE, MEASURING DISTANCE, DOCUMENTING ATHLETES &amp; SCHOOLS FASTEST TIME/LONGEST DISTANCE FOR THEIR ASSIGNED EVENT OR GAME</li> <li>• BE FRIENDLY, POSITIVE AND ENCOURAGING TO ATHLETES!</li> </ul>	ALL DAY
SKILLS STATION	<ul style="list-style-type: none"> <li>• CREATE, ORGANIZE AND RUN SKILLS &amp; DRILLS STATIONS DURING THE COMPETITION. USE DRILL BOOK FOR IDEAS BUT YOU ARE FREE TO CREATE &amp; DESIGN YOUR OWN DRILLS!</li> <li>• SKILLS INCLUDE PASSING, DRIBBLING, KICKING, RUNNING/MANEUVERING/WEAVING THROUGH CONES, GOAL KICKS, HEADERS ETC.</li> <li>• SUPPORT AND ASSIST ATHLETES WITH A RANGE OF DISABILITIES IF IN A WHEELCHAIR OR AMBULATORY TO PARTICIPATE IN SKILLS.</li> <li>• RESPONSIBLE FOR SET-UP AND TAKE DOWN OF THE EQUIPMENT AT SKILLS STATION.</li> <li>• BE FRIENDLY, GENTLE, AND ENCOURAGING!</li> </ul>	ALL DAY